JOB DESCRIPTION

**POSITION DESCRIPTION:** Pacific Island Community Coordinator

**LOCATION:** Sports House

 Stadium Drive, Albany

**PREPARED:** October 2019

**REPORTS TO:** Pacific Island Community Manager

**TERM:** Full time

# RELATIONSHIPS EXTERNAL

Pacific Island Community, churches and community groups and organisations

Schools

Other Not-for-Profit community organisations

Regional Sports Organisations / Clubs

Ministry of Health

Sport New Zealand

Waitemata District Health Board

Health Agencies

Gyms and Fitness Centres

Auckland Council

Doctors, Practice Nurses and other Health Professionals

# RELATIONSHIPS INTERNAL

* Harbour Sport Staff
* Volunteers
* Harbour Sport Board of Trustees

# PRIMARY PURPOSES OF THE POSITION

* Your primary purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPIs.
* Your task in Harbour Sport is to ‘own’ your role. You are responsible to market and promote your work, to develop and innovate, to ensure all work is done to the Harbour Sport standard, to carry out research and apply best practice, to be accountable for your progress and to evaluate all work and complete to the highest standard. Harbour Sport values continuous improvement and expects a commitment from ‘good to great’.
* To be an effective interface between Harbour Sport and the Pacific Island community in the North Harbour Region, network to promote the benefits of sport and recreation.
* To work with and support the Pacific Community Manager to coordinate, deliver and evaluate several programs to the Pacific community.

# Key Tasks

**Sports Pasifik**

* Co-ordinate and deliver Sports Pasifik programmes
* Facilitate capacity building within the North Shore Pacific community
* Identify Pacific Island families, churches that will best suit Sports Pasifik programmes ensuring culturally appropriate approach.
* Collaborate with the Pacific community to identify appropriate events when necessary.
* Recommend appropriate and/or specifically identified healthy community activities, programmes, classes and/or events to Pacific Community and ensure information provided is up to date.
* Collect data surrounding the progress of the community in Sports Pasifik programmes for evaluation purposes.
* Liaise with Pacific Community organisations, groups and churches, ensuring regular communication and promotion of Harbour Sport programmes.
* Provide cultural advice to Harbour Sport regarding Pacific Island community.
* Support the Pacific Community Manager in engaging with key stakeholders in the North Shore Pacific Community.
* Interact with local Schools and build rapport with key staff members.

# PERSON SPECIFICATIONS

##### QUALIFICATIONS

* Community Health with Sport & Recreation and coaching
* Exercise prescription
* Current first aid certificate

###### Essential EXPERIENCE

###### Minimum of 2-3 years’ experience in the Health, Sport & Recreation Sector.

* Delivery and facilitation of fun, fitness or sport sessions for adults and young people
* Promoting sport, recreation or healthy lifestyles in either the sport or recreation sector
* Facilitation of physical activity and sport and recreation for wellness to a range of populations.
* Behaviour change and motivational interviewing.
* Principles of healthy eating and nutrition.
* Working with youth in a mentoring capacity.
* Ability to build rapport quickly and influence change
* Reporting, management and evaluation of data
* Excellent oral and written communication skills, including presenting to a variety of diverse audiences.
* Able to communicate in a minimum of 1 Pacific language.
* Computer literate and systems orientated (Word, Excel, Internet, Database).

##### Desirable

* Understanding of differing cultures and needs in relation to sport and recreation.
* Ability to work flexible hours (including evenings).
* A commitment to the vision of Harbour Sport, ‘a community physically active for life’.
* Knowledge of Pacific community organisations in the Harbour Sport region.
* Awareness of Sport and Recreation providers, Health Agencies and their services in the region.
* Effective communication with colleagues as well as the community.
* Commitment to ongoing training and professional development.
* Time Management skills
* Works well in a team.
* Adaptable and responsive to changing/evolving projects
* Ability to manage conflict and solve problems.