

DEVELOPMENT SQUAD CO-ORDINATOR

Position Description

Responsible to	Orienteering NZ Council through High Performance Leader
Tenure	One calendar year. Appointed by Orienteering NZ Council.
Purpose	The Development Squad Co-ordinator is primarily responsible for raising the performance levels of a selected group of young orienteers, with a view to improving results achieved by New Zealand age-group representative teams and identifying suitable candidates for advancement to the National Squad.
Personal qualities	The position requires an experienced orienteer with planning, coaching and motivational skills (with a particular understanding of young adults), and requires a thorough understanding of the techniques involved in competitive orienteering.
Remuneration	Direct expenses will be paid on provision of receipts and only within the budget allowance agreed with the General Manager.

Principal Tasks & Performance Expectations

Promote the development of promising young orienteers by maintaining a squad of selected people

- maintain awareness of performances by young orienteers at major events
- liaise with national, regional and club coaches etc to identify potential talent
- make direct approaches to people to become members of the Development Squad after selection by the Selection panel
- increase awareness of the function/activities of the Development Squad via the ONZ website

Organise activities to improve competitive performance by holding training camps, regional competitions etc.

- determine dates, venues and programmes for training camps and any other suitable activities
- liaise with local clubs for assistance in running camps

Assist individual members of the Development Squad to achieve their full potential by support, guidance and motivation

- analyse individual performance (competitive) and technical skills (training)
- encourage group and individual discussion of performance
- advise squad members on such matters as training programmes, health, injuries etc
- liaise with National Squad Coaching Co-ordinator and selectors on potential/performance of squad members

Evaluate the success of the Development Squad (programme) by reviewing activities and individual performances

- assess effectiveness of training camps by, for example, conducting questionnaires at the end of the camps
- maintain a record of strengths/weaknesses of squad members

Attend to administrative tasks as necessary to ensure the effective functioning of the position

- maintain records of expenditure and provide receipts to the General Manager for reimbursement
- maintain records of correspondence
- liaise with other people/organisations as required
- assist General Manager to prepare budgets for the programme
- provide reports as requested