

## JUNIOR WORLD ORIENTEERING CHAMPIONSHIPS (JWOC) TEAM MANAGER

### Position Description

<b>Responsible to</b>	Orienteering NZ Council through General Manager
<b>Tenure</b>	<p>From appointment to the completion of the competition (approximately). The Manager is expected to travel to the Junior World Championships (and any other events the team are attending) with the team.</p> <p>The Junior World Orienteering Championships will be held in Rauland, Norway from 4-10 July 2015. (Travel to/from Norway and pre-event training have not been included in these dates).</p>
<b>Purpose</b>	<p>The JWOC Manager is one of two officials appointed by Orienteering NZ to lead and manage a team of junior athletes selected to attend JWOC (the other official appointed is the JWOC Coach).</p> <p>The primary role of the JWOC Manager is to ensure all financial and logistical matters (both pre- and during JWOC) pertaining to New Zealand's participation at JWOC are attended to.</p>
<b>Personal qualities</b>	<p>Managing our JWOC team requires high-level communication skills in working in both group environments and in one-on-one situations. Relevant experience in leading, managing and/or administering sporting groups, or managing people within business/community organisations would be advantageous.</p> <p>An ability to manage finances, undertake advance planning and organisation, and report writing is required.</p> <p>A valid drivers licence is also needed, as driving the team for e.g. training prior to the competition will probably be required.</p>
<b>Remuneration</b>	<p>The position is voluntary in its nature.</p> <p>Orienteering NZ will contribute a set amount of money from its budget for JWOC. The amount budgeted will take into account the cost of airfares to and from the competition.</p> <p>(Note: beyond paying all team accreditation/entry fees, Orienteering NZ's emphasis is on supporting the officials. Athletes will also be asked to contribute towards the travel/accommodation costs of the officials.)</p>

### Principal Tasks & Performance Expectations

Organise travel, accommodation and other logistical details for team members as part of New Zealand representation

- ascertain and evaluate alternatives for travel to/from and accommodation at JWOC and associated pre-event competitions (eg car hire, acting as driver)
- determine numbers and make bookings as required
- ensure team members are aware of travel and accommodation arrangements (including passports, visas, inoculations, special food requirements etc when overseas)
- in conjunction with the General Manager, arrange ordering team uniforms

Administer the Team finances

- keep records of all income and expenditure
- inform team members as early as possible of their likely personal financial commitment for specific activities
- manage finances while outside New Zealand
- reconcile finances upon return to New Zealand

In conjunction with the Coach, foster team spirit within the squad

- encourage full participation in team activities
- encourage open discussion within the team but avoid individual dominance
- watch for any behavioural or other matters that may have a detrimental effect on the team
- be alert for any dissension within the team and quickly move to resolve it

Promote the purpose of the Team to Orienteering NZ members and the wider New Zealand public.

- provide information on team activities
- assist with publicising results/activities of the team
- work within any Orienteering NZ sponsorship obligations

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

- Provide appropriate and relevant information received, to team members and Coach
- maintain records of correspondence
- liaise with other people/organisations as required
- provide a written report to the General Manager after the completion of the event

Applications for the position close: **Sunday 8 March**

Applications to be sent to:

Catriona McBean  
General Manager  
Orienteering NZ  
[gm@orienteering.org.nz](mailto:gm@orienteering.org.nz)

