JOB DESCRIPTION

POSITION TITLE: Wildcats Manager

REPORTS TO: General Manager

DATE WRITTEN: December 2012

*The position is responsible for the coordination of logistical information pertaining to the 2013 Wildcats, the day to day management of the squad when on tour and supporting the coaching team in the build-up to each tournament.*

*This is a volunteer role.*

1. PRIMARY JOB PURPOSE
* To provide management support to the Wildcats;
* To liaise with the CBA Office administrator to ensure all logistical arrangements are finalised;
* To ensure the welfare of players
1. JOB RESPONSIBILITIES
* Work with the Wildcats coaching team to determine the travel and accommodation needs of the group;
* Provide support to, and ensure the welfare of, the players at all times;
* Provide timely requests to the CBA office regarding accommodation and travel;
* Provide support to the CBA office with respect to the distribution and collection of information, uniforms and other support as required;
* Management duties include the oversight of laundry duties, preparation of meals, transportation of players between venues as and when required
1. ISSUES AND CHALLENGES
* Significant travel around Christchurch and New Zealand;
* Ability to operate in an ever changing environment and to work unsupervised.
1. DECISION MAKING AND ACCOUNTABILITY
* Budgeting in conjunction with the CBA office Administrator
1. JOB DIMENSIONS
* Oversight of the Wildcats programme;
* Ongoing communication with CBA and other key stakeholders;
1. KEY PERFORMANCE INDICATORS
* All activities are completed within an agreed budget;
* Players and management are safe at all times
1. JOB HOLDER REQUIREMENTS
* The primary requirement in appointing the Manager for the 2013 Wildcats is experience in a similar role (either professionally or within a sporting context);
* Excellent communication skills with an ability to relate to a wide range of people;
* An innovative, energetic and motivating style;
* Exceptional time management and organisational skills;
* Able to work independently and as part of a team;
* The successful applicant should hold a current first aid certificate;
* The successful applicant must hold a full driver’s license.