



Kerikeri High School

Job Description Netball Coordinator

Responsible to: Sports Co-Ordinator

Functional Relationships with: Sports Co-Ordinator and Sports Assistant

Position Overview: Kerikeri High School is seeking an organised and proactive Netball Coordinator to assist in planning and delivering the school's Netball Programme for the upcoming season.

Primary Objectives: To assist in providing, promoting, and delivering the school's Netball Programme in order to enhance participation, performance, and enjoyment of Netball within the school community. All final decision-making and sign-off will remain the responsibility of the Sports Co-Ordinator.

Core Competencies:

- Maintains confidentiality at all times.
- Strong organisational and communication skills
- Reliable, proactive, and approachable
- Able to work independently and manage time effectively
- Sound knowledge of Netball and school sport processes
- Committed to upholding the values of Kerikeri High School
- Is enthusiastic, proactive, organized, and approachable.
- Seeks clarification or assistance when required
- Adheres to school policies and procedures.

Key Responsibilities	Duties
Trials and selection	<ul style="list-style-type: none">• Organise and run player trials, initial sign-ups will be done at school, then passed to you for team collation (the information will include player positions and previous team), court bookings, and communication.• Liaise with coaches and independent selectors to ensure fair and transparent team selection.• Manage trial resources (bibs, score sheets, player lists), co-ordinate with school for umpires for games.• Register all teams and players in Sporty

Communication & Coordination	<ul style="list-style-type: none"> • Communicate preseason plans, training times, and team information to students, coaches, and caregivers. • Act as the main point of contact for all Netball-related communication and logistics. • Liaise with Kerikeri Netball Centre. • Provide updates and information to the Sports Department as required.
Administration	<ul style="list-style-type: none"> • Complete all administrative tasks related to the Netball Programme, including team registration. • Maintain accurate and up-to-date databases of players, coaches, and teams including training days, times and contact details. • Prepare team lists, and communications for students, caregivers, coaches and managers. • Keep clear records of correspondence, inventories, and key documentation. • Be aware of applicable school and netball centre policies.

This position requires flexibility, strong organization, and a commitment to fostering a positive sporting culture at Kerikeri High School.

This Job Description forms part of the Terms and Conditions of Employment and should be read in conjunction with the Offer of Appointment Letter.

Employee Name : _____

Employee Signature: _____ Date: _____