

## ARTISTIC ROLLER SPORTS COMMITTEE

Chairperson – Yvonne Lambert-Smith  
Secretary – Janine Price  
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### NEW ZEALAND ACADEMY OF COACHES

#### PROJECT CO-ORDINATOR – APPLICATION

We have restructured our Coaching Commission and are looking to fill the position of Project Co-ordinator.

This is a voluntary position on the “NZ Academy of Coaches” and the position involves general administration, organizing and participating in meetings and ensuring that project deadlines are met in a timely manner.

You will need to be technically literate in “Google Suite”, have good communication skills, administration skills and be a Team Player.

#### Project Co-ordinator – Job Description

- Support the Principal Manager with planning and general administration
- Events organisation/liaison
- Attend meetings and prepare minutes
- Co-ordinate long term planning with NZ Academy of Coaches team
- Assist NZ Academy of Coaches team with documentation when required
- Administer Coaches examinations
- Maintain Coaches Accreditation Database
- Ensure constant communication with registered coaches, NZ Artistic Roller Sports Committees and Clubs
- Maintain Website and Social Media
- Team Player

Please provide a short resume providing details of experience and qualifications for consideration.

#### Nominations:

Nominations for this position must be received in writing no later than 10 October 2020

Please forwarded to : New Zealand Artistic Committee - [artistic.secretary@gmail.com](mailto:artistic.secretary@gmail.com)

