

## Australian National Junior Manager/Assistant Coach

**Position:** Australian National Junior Manager/Assistant Coach

**Time Period:** December 2009 - end July 2011 with option of extension to end July 2012 subject to performance review

### Job Requirements:

- Provide appropriate information to all potential Australian Junior Squad and Junior World Championships team members, either directly or through the OA High Performance website or The Australian Orienteer on matters of interest.
- Undertake the co-ordination of squad/team travel arrangements within and outside Australia.
- Prepare & distribute detailed itineraries for transport to and from the event venue, for squad/team activities.
- Liaise with the Director, Finance to ensure the effective acquittal of financial arrangements for squad/team activities within budgetary requirements.
- Manage the financial records of squad/team activities.
- Arrange for the supply of official uniforms and equipment for the National Junior Team in conjunction with the Manager, High Performance.
- Assist with publicity for the squad/team in conjunction with the Manager, High Performance.
- Maintain records of meetings, interviews and conversations appropriate to squad/team activities.
- Assist in the coaching of the Australian Junior Squad and Junior World Championships team.
- As National Junior Manager/Assistant Coach, be a member of the High Performance Management Group and a leader in decision making related to the development of junior orienteering in Australia.
- Assist the National Junior Coach in the conduct of at least one national training camp for the squad in each year that utilises the services of the National Training Centre at ACTAS.
- Liaise with the National Junior Coach, Manager High Performance and the Chairperson of the Junior Selection Panel with respect to the Selection and preparation of the National Junior Squad and Junior World Championships Teams.

### Desired Skills/Experience:

- Relevant experience in leading, managing and/or administering sporting groups or managing people within business/community organisations.
- Proven high-level communication skills in working in both group environments and in one-on-one situations.
- Ideally a record of successful coaching of junior orienteers and/or junior orienteering teams/squads
- Appropriate Coaching qualifications.

### Remuneration:

The position is voluntary in its nature. Funding is available to support squad/team activities and coach expenses in the conduct of the squad/team.

### Application Requirements

If you are interested in this position please respond by writing a brief outline of your skills and experience that will help you meet the job requirements and the desired skills/experience of the position. No more than 2 A4 pages.

**Please Note:** The provision of a police check to show they are a person of good character as outlined in the Orienteering Australia Member Protection Policy and the signing of the OA Team Official Code of Conduct will be required by the successful applicant.

Applications and any questions can be directed to Rob Preston, Manager (High Performance)

Email: [oa\\_headcoach@netspeed.com.au](mailto:oa_headcoach@netspeed.com.au) and [Orienteering@netspeed.com.au](mailto:Orienteering@netspeed.com.au)

Phone: (02) 6162 1200 or 0403296516 (until 1<sup>st</sup> Nov)

Address: PO Box 284, Mitchell BC 2911

Applications close Saturday 8 November 2009