

**HOCKEY VICTORIA**  
**Regional Project Officer**

*This position is funded by Hockey Victoria via the Department of Planning and Community Development, 2008-2010 State Sporting Association Support Grants*

**DUTY DESCRIPTION**

**Responsible to:** Hockey Victoria Development Manager & Central Victoria Hockey Association (CVHA) Executive

**Program Partners:** Hockey Victoria, CVHA, Regional Schools

**Purpose:** The Project Officer is responsible for the development, Management, implementation and evaluation of junior participation programs in the CVHA catchment area including:

- School clinics / programs
- Hook In 2 Hockey programs
- School Holiday programs
- Increase participation in junior hockey
- Increase Primary School opportunities
- Identify & lease with schools that will support the purpose of the program.
- Co ordinate linkage programs such as Junior Summer hockey
- Other related programs as required
- Fully document the project
- By end of 11<sup>th</sup> month of term submit proposal on how this position could be self-funding

**Position Type:** The position is equivalent to .4 (2 days per week). This may not regularly be 2 days per week and flexibility is required including some weekend and/or evening work.

**Term of Appointment:** This contract position will commence from May 1 2009 for period of 12 months, including an initial 3 month probationary period.

**Specific Duties:**

**School Clinics / Programs**

- Liaise with schools and clubs to plan dates and co-ordinate the delivery of school clinics and school programs.
- Conduct school clinics and co ordinate additional coaches for such clinics as required
- Co-ordinate the delivery of equipment, activity resources and giveaways to coaches for the conduct of school clinics and programs.

- Conduct the evaluation with schools and clubs regarding programs and the links between club junior participation programs (Hook In2 Hockey).
- Conduct school clinics /programs
- Work with school clusters through Active Schools Network.
- Conduct Teacher In-Services.

### **Hook In2 Hockey**

- Actively promote awareness of both the Hook In2 Hockey program {Term 2 annually} to the CVHA community
- Lease with Hockey Victoria & CVHA in all matters relating to planning and delivery of Hook In2 Hockey Programs.
- Link the school clinic participants into the Hook In2 Hockey program.
- Management of the Junior/Development section of the CVHA Website
- Liaise with clubs and the schools regarding the planning and delivery of Hook In2 Hockey programs
- Provide training and support to club personnel and coaches, including on site visits to ensure the consistent delivery of the Hook In2 Hockey program.
- Monitor/support the H2H administrator for all Hook in2 hockey programs.
- Adhere to branding requirements and sponsorship arrangements pertaining to the Hook in2 Hockey program.
- Conduct Hook In2 Hockey promotional clinics at community events as required.
- Attend meetings and training as required by Hockey Victoria and CVHA
- Assist in evaluation and program reporting.

### **School Holiday Programs**

- Liaise with CVHA re the planning and Implementation of school holiday participation programs.
- Co-ordinate the organization of all coaches required to assist with the conduct of school holiday programs.
- Provide coaches with age-appropriate resources for the conduct of school holiday program activities.
- Organise equipment and giveaways as required.
- Conduct the planning and evaluation

### **Junior Summer Competition**

This is a linkage program to capture participants from the school clinics and H2H programs

- Keep in contact with participants of school clinics and H2H post completion of those programs and provide updates regarding pending junior summer hockey
- Plan all stages of junior summer competition including but not limited to, fixture dates, ground booking, ensuring umpires, co ordinating team managers and coaches. Lease with Hockey Victoria regarding models of any existing club based successful U11 programs or competitions
- Promote junior summer competition

- Liaise with CVHA Treasurer regarding program costs prior to releasing information regarding the program
- Conduct the planning and evaluation

### **Other**

- Represent CVHA at relevant meetings as required.
- Attend CVHA Executive meetings as required.
- Assist with planning and delivery of other junior participation projects as required by CVHA and Hockey Victoria.
- Liaise with Hockey Victoria as required.
- Provide monthly reports for CVHA
- Provide quarterly reports to Hockey Victoria.
- Keep the stakeholders informed and prepare necessary reports.
- Maintain accurate electronic records of information including plans and program participant numbers.

### **Key Selection Criteria**

#### **Essential**

- Experience in program planning and implementation.
- Excellent communication skills both interpersonal and written.
- Effective time-management and ability to prioritise tasks and meet timelines.
- Ability to work independently and in a team environment.
- Confident and competent in the use of Microsoft Office and general computer skills.
- Some coaching experience essential.
- Submit current police check.
- Current Working with Children Check or willingness to undergo such a check.
- Possess a reliable vehicle & current driver's licence.

#### **Desirable**

- A sports administration / management qualification or similar experience would be highly considered.
- Relevant Hockey playing/coaching experience.
- Hockey Australia recognised Accreditation

#### **Other Relevant Information**

- CVHA is an Equal Opportunity Employer and operates as a smokefree workplace.
- Remuneration [p/hr] + reimbursement of travel expenses offered for the terms outline in the contract to be paid fortnightly.

Forward application along with a resume to [cvha.secretary@yahoo.com.au](mailto:cvha.secretary@yahoo.com.au) or PO Box 87 Golden Square 3555