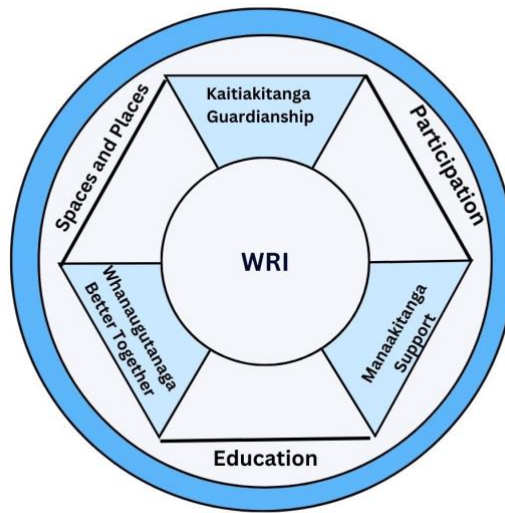


Whakaraupo Recreation Inc



Missions Statement

Our mission is to encourage and support all forms of sea-based aquatic and community-based sport, safety, recreation and education at Tapoa Naval Point for and or through the hub member clubs, their members, the community and all recreation participants.

WRI recreation administrator

Purpose

To bring the strategic outcomes of Whakaraupo Recreation inc to life for member clubs and the community through support, education, advocacy and coordination.

Position

Reports to: WRI Board

Location Requirements: Home office and Naval point Lyttelton when required

Expected Hours: 20 hours per week

Start Date:

End Date:

Key Deliverables
Education (including administration)
<i>Moanamana program administrator</i>
<i>Liaise with clubs about associated logistics for any licence/permit to operate the area for larger events</i>
<i>Accounts and fundraising support for member clubs / Financial reporting for WRI</i>
Participation (including communication)
<i>Event coordination between member clubs and/or public participants</i>
<i>Manage shared events calendar on our website</i>
<i>Coordination of coaching between member clubs</i>
<i>Manage any other website functionality</i>
<i>Social media and member communication</i>
Spaces and Places
<i>Produce standard operating procedures for the site for clubs and events</i>
<i>Storage administration to member clubs</i>
<i>Asset management between member clubs</i>
<i>Project support or WRI development initiatives</i>

KPI's
Kaitiakitanga - Guardianship
<i>Te Nukutai o Tapoa is a safe and accessible pace for member clubs and the community</i>
Manaakitanga - Support
<i>Member clubs are supported to thrive in a multiuse environment</i>
<i>Whakaraupo Recreation Inc board has good systems and processes</i>
Whanaungatanga - Better together
<i>Shared Calendar is kept up to date for all member clubs</i>
<i>Programmes and events are well coordinated and communicated</i>
<i>Member clubs and the community co-exist in harmony</i>

Proposed workflow example

