



DEVELOPMENT OFFICER

Hong Kong Netball Association is looking to hire a Development Officer

Reporting into the Head of Coaching & Development, Connie Wong & President, this part time position, of approx. 20 hours per week is to support the *Head of Coaching & Development* in the delivery of the Development and Grassroots coaching programs and provide extra support to the *Administration Assistant* in the delivery of the school and community programs.

Specific Responsibilities

Grassroots, Schools and Coach Programs

- Work with Head of Coaching & Development to develop a program targeting Primary schools and set up a pathway for these schools and students. To help in delivering these programs, to contact schools promoting the program to the teachers and help in organizing the logistics of the program.
- School Sports and Promotion Programs: assist in co-coordinating casual coach rosters, record attendance and advise payroll. This includes contacting and liaising with the schools involved and organize the logistics of the program. Help Head of Coaching with administration of developing training schedules for coaches, and oversee equipment supplies required to deliver programs effectively.
- Manage program equipment / kit stock in HKNA Head office store-room.
- LCSD Training Program: assist Head of Coaching & Development with the delivery, administration and organization of these training events. Assist Admin Assistant with registration & payments of attendees.

Coach Training Courses

- Assist the Head of Coaching & Development with the administration of coach training courses, equipment, course materials and promotions.
- Answer general enquiries regarding the coaching programs.
- Provide general administrative support to the Head of Coaching, maintain records and receipts of expenses.

Your Profile

Minimum 5 years of netball coaching experience

Netball Coaching Accreditation (minimum Level 1 – Development) If applicant is Foundation Accredited only, she / he must complete the next Development Course when offered

Fluent Chinese (Speaking & Writing) & English

Strong interpersonal skills including communication & leadership

Good Role Model

Able to work independently & in a team

Passion to develop netball in Hong Kong

Salary offered will be commensurate with experience and qualifications. Please apply with full C.V. with expected salary and available date of commencement if you were offered the position to Hong Kong Netball Association, Room 1016, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong or by email hkna@hkolympic.com on or before 15th July 2016.

Only short-listed candidates will be contacted directly.