



# Position Description

Position title:  
AROCA Administrator

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Reports to:  
AROCA Board

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Location:  
Various

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## Accountabilities of position

The Auckland Regional Outrigger Canoe Association (AROCA) board administrator is responsible for co-ordinating, documenting and managing all aspects that contribute to the governance of AROCA.

### Purpose of position:

- Be the first point of contact for the AROCA region
- Co-ordinate activities related to the AROCA region when approached by regional clubs or external partners
- Co-ordinate, manage and support all initiatives pertaining to the AROCA region
- Work with our regional clubs and partners to enhance existing relationships either by email or face to face
- Provide regular progress reports and updates to the board in relation to larger pieces of work.
- Be proactive in responding and suggesting initiatives for the growth & support of waka ama in the AROCA region
- Proactively promote the AROCA region (only) through all forms of communication (eg social media networks, publications, partner advertisements)

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## Key responsibilities

### Business Improvement

#### Work towards continual improvement of waka ama in the AROCA region

### Key Responsibilities

- Provide draft board papers at least 7 days before the agreed meeting dates for review by the AROCA board.
- Provide draft board minutes at least 48hours after a meeting for review by the AROCA board
- Document all financial transactions for the AROCA board/region and produce reports in a timely manner for review and discussion at the monthly board meetings.
- Submit grant applications on behalf of AROCA for the support & growth of the waka ama sport within the AROCA region
- Ensure club matters are communicated to the board in a timely manner
- Proactively identify matters arising that require assistance and support from the AROCA board and region
- Provide input into process improvements through identifying and recommending improvements
- Work closely with the board as required to deliver appropriate outcomes to project deadlines.
- Proactively maintain and manage all forms of communication, including social media notifications that promote and enhance the AROCA region.

### **Expected Outcomes**

- Delivery of excellent customer service
- Ownership of matters that arise
- Cross-collaboration with board members to resolve issues
- Issues and requests are identified and delegated to assigned resources
- Process improvements are identified and implemented
- Project deliverables are met within requested timeframes.

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### **Relationship Management**

**Build strong customer relationships through the delivery of exemplary customer service.**

### **Key Responsibilities**

- Build strong internal relationships based on trust and respect
- Engage Board/partners/paddlers and maintain strong working relationships in the support of paddler/board/partner needs

### **Expected Outcomes**

- Rapport and strong working relationships are developed with paddlers & partners across AROCA

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### **Supporting Change**

**Work with the board members to support the evolution of the sport of waka ama in the Auckland Region.**

### **Key Responsibilities**

- Work with AROCA Board to evolve the delivery and support of waka solutions.

### **Expected Outcomes**

- Deliver an evolving and continually improving waka environment

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### **Key relationships**

Internal:

- AROCA Chair person
- AROCA board members
- AROCA clubs
- Potential sponsors and partners to AROCA

## **Type of person suitable for this position**

### **Qualifications**

- Full drivers' licence

### **Desirable**

- Able to work alone or in a team environment
- Able to optimize the time allocated to this role to achieve the outlined objectives & responsibilities
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### **Experience and skills**

- Administration experience of xero accounting, ms word, ms excel
  - Excellent time management and self-management skills
  - Excellent written and verbal communication skills
  - Strong negotiation, delegation and diplomacy skills
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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.