



ROLE RESPONSIBILITIES

Position Description	Performance and Operations Administrator
Location	Albany, Auckland

Role Responsibilities:

- Annual Report
- Interns
- Communication
- Board – AGM/Forum
- Website
- Finance – receipting / Friendly Manager
- Calendar
- IT – Lead
- Manager / Organise Camps
- Coach / Manage Administration
- Tours / Travel
- Uniforms
- High Performance & New Zealand Olympic Committee Admin
- Athlete payments