



Position Description - CJCA Girls Grade Manager

The role of CJCA Girls Grade Manager is a voluntary role on the Executive of the CJCA. The Executive meet 9 times per annum. Executive Papers are circulated prior to each meeting and should be read in advance.

Time required

Whilst it is difficult to give an exact estimate a Grade Coordinators role takes around 4 - 5 hours per month including attendance at the Executive meetings. As we are a Summer sport this time is longer in the Summer months.

Functional Relationships

- President and Executive of CJCA
- General Manager CJCA
- Women's Pathway Manager at Canterbury Cricket.
- General Manager Community Cricket

The key tasks functions are to;

The position of Girls Grade Coordinator also includes the participation of the individual at an Executive level. Primarily this is at an operational level assisting the Executive to discuss, investigate and decide on day to day operational issues as presented by the General Manager.

There will also be some requirement to participate in the setting of strategy for the future as well as some governance.

The key tasks as outline for the position are;

- Be the advocate for the development of junior girls cricket in Christchurch.
- Continually strive to improve the pathway for girls cricket into youth and women's cricket.
- Assist the GM of CJCA in the setting, reviewing and defining of grade conditions to meet Age & Stage appropriate formats.
- Organisation of player team selections for Spring and Summer activation events each year.
- Appointment of Volunteer Coaches/Managers for Spring and Summer activations.
- Manage gear requirements for activations.
- Liaison and contact point for coaches and clubs regarding girls cricket promotion and activities.
- Assist GM of CJCA in the preparation for Girls Winter Training program in line with current winter training objectives.

Experience

Whilst we do not require a tertiary qualification a passion for girls sport is a important as well as some interest in cricket.

As a volunteer the role is highly rewarding and a great opportunity to meet new people and participate in the growth and development of girls cricket.

An integral part of the role is that the successful applicant will need to undertake The Vulnerable Children's online module, complete a police vetting process, and the completion of the Sport New Zealand Governance 101 course. In total this will take 4-5 hours on online learning.