

LOCAL EVENTS SUPPORT COORDINATOR – EASTERN REGION POSITION DESCRIPTION

Reports To:	Eastern Region Sport Manager
Location:	Mount Maunganui
Position Status:	Fixed Term, 30 hours a week, November 2025 – February 2026. Some weekend and evening work is required.
Direct Reports:	None
Key Relationships:	SLSNZ Staff, Event Staff, Volunteers, SLSNZ Clubs
Date Prepared:	September 2025

ABOUT SURF LIFE SAVING NZ

As Aotearoa’s leading beach and coastal safety, drowning prevention, and rescue authority, we are unique. We deliver proactive lifeguarding and essential emergency rescue services, a range of public education, beach safety programs, member education, training, and development, and we are also a highly respected sport. With New Zealand having one of the highest rates of drowning (per capita) in the OECD, we are committed to changing this with a vision that ‘No one drowns at the beach in Aotearoa, New Zealand.’

We do all this as a charity and rely on the generosity of the public, commercial partners, foundations, and trusts for donations and financial contributions to lead and support our incredible front-line volunteer lifeguarding services. SLSNZ is the national association and represents 74 Surf Life Saving Clubs with 18,000 plus members, including more than 4500 volunteer Surf Lifeguards. Lifeguards patrol over 80 locations in summer and provide year-round emergency call-out rescue services throughout Aotearoa, saving hundreds of lives each year and ensuring thousands return home safe after a day at the beach.

OUR ORGANISATIONAL CULTURE STATEMENT

People are at the heart of everything we do; we support our clubs, volunteers, and each other through our collective values of:

Collaboration • Integrity • Respect • Wellbeing • Fun

We are an organization that our people are proud to work for; Whanaungatanga (sense of kinship, connection, relationships through shared experiences, and working together) is central to providing our people with a sense of belonging.

POSITION PURPOSE

The purpose of this role is to support the successful delivery of safe and enjoyable SLSNZ local and Regional Lifesaving Sport events, including junior and senior sport. This will be achieved through the planning and preparation of event logistics, involving communication and administration tasks alongside the coordination, maintenance, transportation and pack in and out of event related equipment. Any other duties from time to time as determined by the Eastern Region Sport Manager.

KEY RESPONSIBILITIES

Event Planning	Support the preparation, communication, and planning of logistical requirements for club, local, and regional Lifesaving Sport events.
Event Compliance	Assist with ensuring all relevant SLSNZ Lifesaving Sport operational policies (NSOP's) and procedures particularly Health and Safety are clearly communicated and implemented.
Event Delivery	Provide support to the Regional Sport Manager in the successful delivery of Eastern Region Lifesaving Sport events.
Equipment & Logistics Management	- Coordinate and manage the resources required for event delivery, including the logistics of equipment and infrastructure. - Ensure the safe and efficient transportation, pack-in, set-up, and pack-out of all event infrastructure and assets.
Volunteer support	Work alongside and coordinate volunteer work parties as required to support event setup, delivery, and pack-down.
Event Communications	Support clear, consistent, and timely communication with all stakeholders including athletes, officials, volunteers, and clubs before, during, and after events.

SKILLS & QUALIFICATIONS

- Familiarity with surf lifesaving events and the wider sports community.
- Event delivery experience.
- Strong communication skills, particularly with email and social media.
- Excellent administrative, planning, and organisational skills.
- High computer literacy, with proficiency in MS Word and Excel.
- Ability to multitask and manage multiple responsibilities in a fast-paced environment.
- Proven experience working with volunteers.
- Clean full driver's licence (trailer towing experience required).

PERSONAL ATTRIBUTES

Collaborative Team Player	Ability to engage with volunteers to achieve joint outcomes. You will be a valued member of the SLSNZ Team, role-modeling our positive, desired organizational culture and values in all of your interactions.
Professionalism	Impartial and professional approach towards all clubs or activities.
Organised	You'll impress with your methodical and systematic approach, time management, and organization skills.
Strong Customer focus ethic	Along with your strong work ethic, you will put club members at the heart of everything you do and be willing to go that extra mile! You enjoy connecting with and talking to our members.
Ability to work under pressure	You can manage and deliver on a multitude of competing deadlines while staying composed in a fast-paced environment. You pride yourself on never missing a deadline.
Can work in a team or alone	You are a team player but can work autonomously, too. You have the confidence to undertake assigned tasks without being micro-managed and the wisdom to ask questions and seek answers if in doubt.
Communication	Displays clear and concise communication. Communication is open, frank, constructive, and positive.
Leadership	Empowers and inspires others and positively represents team members and SLSNZ.
Initiative and reliability	You are nimble and can think on your feet. You see things through, and you'll deliver on time, every time. Your work ethic is on point. You are a self-starter. You take a proactive approach to self-improvement and commit to continuous improvement. You are open and flexible to change.
Enthusiasm and Energy	You are excited about our SLSNZ story and the incredible work our volunteer lifeguards undertake, and you show a commitment to Surf Life Saving New Zealand's purpose and vision.
Integrity	You value personal honesty and integrity, which you demonstrate through your work and attitude; you also keep your word.

ADDITIONAL INFORMATION FOR APPLICANTS

Date	Event	Location
November 15, 2025	BOP Spring Series #2, Craft Rounds and Surf Official Development Workshop	Mt Maunganui
November 22, 2025	Eastern Region IRB	Papamoa
November 29, 2025	Mt Monster - Club Event	Mt Maunganui
December 13, 2025	Papamoa Junior - Club Event	Papamoa
January 4-7, 2026 TBC	Coromandel Junior Carnivals and Coro Cup	Coromandel
January 9-11, 2026	BOP Masters, Seniors & Junior Carnival	Ohope
January 16, 2026	Omanu Ian Porteous - Club Event	Omanu
January 23-25, 2026	Eastern Region Championships	Mt Maunganui
January 31-February 1, 2026	Eastern Region Junior Carnival	Gisborne
February 6-8, 2026	Champion of the Bays Senior Carnival	Gisborne
February 6-8, 2026	Surf Boat Spectacular, including Eastern Region Surf Boat Championships	Waihi

Please note

- Events dates and locations are subject to change.
- Some events have multi-day pack-in/pack-out either side of the event dates.
- Attendance at and/or support of all listed events may not be required.
- Additional events not listed may require logistical support.