

# Yachting New Zealand Youth Coordinator

**Job Title:**

Youth Coordinator

**Reports to:**

Youth Manager and High Performance Athlete Development Manager (HPAD), Yachting New Zealand

**Key Relationships:**

This role works closely with the Youth Programme Manager and other YNZ High Performance (HP) staff. Key relationships include:

- Youth athletes and coaches
- People Wellbeing and Performance
- Class associations, Clubs, suppliers, and contractors
- Parents, supporters, and sponsors
- YNZ staff and internal stakeholders
- HPSNZ, Sport Integrity Commission and other partner organisations

**Location:**

YNZ Office, 11 Omana Road Milford, Auckland (with domestic travel as required)

**Hours of Work:**

Full-time, with flexibility for extended hours and weekend commitments. Time in lieu is supported.

---

## Role Purpose

To support the YNZ High Performance Team in delivering a successful, values-led, and sustainable youth programme that aligns with Yachting New Zealand's High-Performance vision and shared identity framework. This role plays a key part in the operational planning, communication, and execution of the national youth programme fostering future Olympic success and delivering high-quality experiences for sailors, coaches, and stakeholders.

## Primary Objectives

- Support the strategic delivery of a world-class youth programme aligned with YNZ's HP values, philosophies, and long-term athlete development goals.
- Plan and execute logistics, communications, and administration across national youth clinics, trials, regattas, and international youth competitions

- Strengthen systems, relationships, and education that support youth athletes transitioning into and progressing through the youth programme.
  - Foster a safe, inclusive, and values-driven environment across the youth programme. Work collaboratively with the People, Wellbeing, and Performance (PWP) Lead to ensure all activities reflect NZL Sailing's shared identity, support pathways, and wellbeing-first principles.
- 

## Key Responsibilities

### Youth Programme Administration

- Work with the Youth Manager and the HPAD Manager to ensure the youth programme is planned, budgeted, and well communicated.
- Work with the Youth Manager and the HPAD Manager to regularly review and develop the youth programme.
- Track coaching resource, youth coaching days, and programme expenditure to remain within agreed budgets.
- Coordinate domestic logistics for clinics and national youth events including Youth Clinics.
- Act as Operations / safety manager at Youth Clinics
- Manage the St John Rotary and YNZ Youth Scholarship process.
- Maintain regular communication with athletes, coaches, families, and wider stakeholders.
- Ensure health and safety / risk management procedures are in place for youth clinics and events
- Working alongside youth and PWP manager to ensure policies and procedures are well communicated and understood by all youth programme stakeholders

### Event Planning and Delivery

- Lead the administration and logistics for YNZ Youth Trials and Oceanbridge Sail Auckland Regatta together with the YNZ HP Team.
- Deliver events in alignment with YNZ's HP values and consider the wellbeing and developmental needs of youth athletes and their families.
- Ensure delivery standards meet World Sailing regulations and align with Clean Club environmental principles.
- Produce event documentation including NORs and liaise with clubs, race management teams, and volunteers.
- Ensure that regatta equipment and personnel are in place to deliver safe and effective racing.

### Youth World Championships Administrative Support

- Manage logistical and administrative support for Youth Sailing World Championships and other youth international competitions

- Coordinate travel and communication for selected teams and their families.
- Co-organise team functions including announcement events.

### **Pathway Education and Stakeholder Engagement**

- Support delivery of campaign education and youth-focused learning resources.
- Assist with junior class initiatives in line with the pathway strategy, such as the Starling Girls Programme.
- Act as a liaison between YNZ and junior class associations to ensure alignment and collaboration.
- Collaborate with the YNZ Regional Development Managers to plan regional engagement opportunities.

### **Asset and Equipment Management**

- Oversee maintenance of YNZ coach boats (including international and domestic-based RIBs), trailers, and other coaching equipment.
- Track servicing schedules, equipment use and manage repairs with industry providers.
- Maintain maintenance protocols and support coaches to uphold equipment standards.
- Manage the use and upkeep of the YNZ Race Management Trailer.

### **General Contribution**

- Actively contribute to the wider High Performance team environment and assist in other activities as required.
  - Demonstrate commitment to continuous learning and professional development.
- 

## **Key Competencies**

### **Communication and Stakeholder Engagement**

- Clear and consistent communication with athletes, families, and key program partners
- Strong stakeholder relationship skills, particularly within youth sport environments
- Competence in planning and problem-solving within a performance environment

### **Event Delivery and Operations**

- Event and logistics planning experience
- Effective time and resource management across multiple workstreams

- Equipment oversight including tracking, maintenance scheduling, and coordination
- Skilled in delivering complex events while managing competing priorities
- Working knowledge of boat maintenance systems and practices

#### **Team and Values Fit**

- Passionate about athlete development and performance outcomes
  - Adaptable and proactive in a dynamic environment
  - Strong team culture awareness and communication skills
  - Committed to values-based leadership and learning
  - Solution-focused with strong attention to detail
  - Confident working in a high-accountability, collaborative team environment
- 

### **Qualifications and Experience**

#### **Essential**

- Experience in the sport of sailing, ideally in youth or Olympic pathways
- Experience working with young athletes and youth-focused programmes

#### **Desirable**

- Prior involvement in national youth or talent development programmes
- Event management or operations qualifications
- Familiarity with World Sailing youth systems and selection processes
- Relevant tertiary qualification (sport, education, operations, or management)