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# Centre Manager

PeopleHQ

Rotorua Central, Bay of Plenty

Management (Sport & Recreation)

Competitive remuneration to reflect experience • Full time

Posted 18h ago

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- **A rare opportunity**
- **A position to make your own**
- **Lead a positive and motivated team**

Our client, Mid Island Gym Sports (MIGS) is a family focused gym sports club and recreation centre providing a wide range of gym sport and successful OSCAR programmes to the greater Rotorua area. MIGS are looking for a motivated person to join the team as Centre Manager to support the coaching team and grow and expand the club. MIGS is a large facility with endless potential. The Centre Manager is an integral position and will encompass the overall day-to-day administration of the club. The successful person will be well-supported by an experienced committee.

### Key duties of the role include:

- Operations management, day to day running of the club to ensure adequate resources are in place to deliver programmes
- Development and implementation of the annual plan and strategic direction of the club
- Team management, direct reports include two full time staff, part-time coaches and casual employees
- Management of events and volunteers
- Financial management and club administration, including accounts and payroll processing
- Monthly reporting to the committee
- Ensure safe work practices are adhered to and Health and Safety requirements are met
- Promote the club to grow membership and increasing use of the facility to create a sustainable future for the club
- Liaison with Gymnastics New Zealand and other clubs within the Midlands region

### What do we need from you?

To be successful in the role, you will have:

- Experience leading and managing a team
- Administration, accounts and payroll experience
- Excellent communication and people skills
- Willingness to adapt and be part of a team
- Strong computer literacy, with the ability to learn new programmes
- Social media content writing and promotion
- Excellent organisational and planning skills
- Experience with a sports club or not for profit organisation
- A clean NZ Class 1 Full drivers licence

**We are also seeking a Competitive Programme Lead.**

### RECRUITMENT INFORMATION

Please do not contact our client directly, all applications will be received via our online application form. For further information, including a detailed job description, please email [jobs@peoplehq.nz](mailto:jobs@peoplehq.nz) or phone 07 393 2424. The successful candidate must be able to meet the requirements of a police check in line with their child protection policy.

Applications will be reviewed as received.

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