



# LIGHTNING RIDGE DISTRICT BOWLING CLUB LIMITED

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LIGHTNING RIDGE

NSW 2834

## BOWLS & GAMES COORDINATOR

Visit our website : [www.lrbc.com.au](http://www.lrbc.com.au)

Lightning Ridge, a charismatic opal town on the edge of the NSW outback, is the world's main source of the most desirable of opals, the unique precious black opal gem coveted since the time of Antony and Cleopatra!

**The Lightning Ridge & District Bowling Club** features one grass and one synthetic bowling greens, Bars, TAB, KENO, 91 poker machines, functions and dining rooms along with a 43-room motel.

Now seeking a **Bowls and Games Coordinator** to join the team.

### **POSITION DESCRIPTION:**

**JOB TITLE:** BOWLS AND GAMES COORDINATOR

**REPORTS TO:** CEO

**REMUNERATION:** Up to \$60,000 per year + Super

**HOURS OF WORK:** 38 hours per week. Initially the role is offered on a casual basis with a potential to become a permanent role.

The position involves flexible working hours, including weekend work for bowls, after hours for Poker, Pool, Indoor Bowls, Darts competitions and travel when required.

### **Key Functions of the Role:**

The Bowls and Games Coordinator is responsible for the coordination of Men's, Women's, Mixed, Junior, and Social Lawn Bowls and for the successful management and administration of Games activities within Lightning Ridge & District Bowling Club (LRDBC). This position will be directly aligned to the Club's strategic plan of supporting and fostering local sport through liaison with sponsored sporting groups and will be the main contact for these groups.

### **Academic & Trades Qualifications:**

#### **Essential Desirable (willing to obtain)**

Bowls Australia Umpiring Qualification

Bowls Australia Coaching Qualification

First Aid Certification

Working with Children Check

## **Work Experience & Skills:**

### **Essential**

Advanced Administration skills – Microsoft Office Suite (Outlook, Word, Excel)

Experience in Registered Clubs

Advanced computer skills

Experience in Lawn Bowls or Sports Management

Advanced customer liaison skills

Advanced written and verbal communication skills

Telephone skills

Follow best practice management of Workplace, Health & Safety

Social media skills

## **Personal Qualities & Behavioural Traits**

### **Essential**

Strong interpersonal skills

Attention to detail

Excellent time management

Trustworthy/honest

Punctual/reliable/dependable

Self-motivated

Well spoken, courteous

Positive and enthusiastic

Ability to work unsupervised

Ability to work as part as a team

## **Responsibilities & Duties:**

### **• Coordinate the sport of Lawn Bowls within the club and liaise with the Men's and Ladies Bowls sub clubs.**

- Be directly involved in the scheduling of play for all competition matches and ensure all matches set down to be played are displayed on the appropriate bowls notice board and with due notice.
- Attend the Men's and Women's Bowls committee meetings as required in an advisory capacity only.
- Support the Bowls Committees'.
- Be responsible for the organisation and running of all bowls and bowls related activities within the Club, including Tournaments, Pennants, Club Championship carnivals, social bowls, junior bowls and bowls parties.
- At every available opportunity promote and publicise all bowls events within the club through various available media, including social media.
- Available for junior and senior coaching of lawn bowls.
- Support the schools-based bowling program to develop interest in bowls for young people.
- Develop a club-based junior bowling program including skills development and mentoring.
- Organise and run the annual lawn bowls presentation function.
- Register all competition events with the relevant organisations, this includes the provision of winners details for the purpose of ranking.
- Provide a written report for the monthly Board meeting on bowls and games matters.

- Liaise with greenkeeper as to availability of Greens space.
- Ensure Clubs website and social media for all bowls related material.

- **Retain existing and acquire new sponsorship arrangements with suppliers and other parties.**

- Actively engage in seeking sponsorship for lawn bowls carnivals and tournaments and other Games associated events within LRDBC
- Retain existing sponsorship arrangements with sponsors through strong working relationships and personal engaging contact.
- Devise and plan sponsorship deals and packages in conjunction with the CEO so as to mutually benefit both the sponsor and LRDBC.

- **Coordinate and manage other sub-clubs.**

- The Bowls and Games Coordinator will be responsible for the organisation, management, administration, and assistant with various Games within LRDBC. These include the Pool competition, Poker competition and the formation of a Darts competition.
- The Bowls and Games Coordinator will look to devise new and exciting activities that members may participate in.
- Comply with all reasonable requests made from time to time by Management.

## **Key Performance Indicators**

### **Lawn Bowls KPI Outcome**

- Addition of 10 (Ten) active brand-new male bowlers to the LRDBC that are joined as Full Bowling Members and retain current male bowlers between 95% - 100% within the financial year.
- Addition of 10 (Ten) active brand-new female and or junior bowlers to the LRBC that are joined as Full Bowling Members and retain current female and junior bowlers between 95% - 100% within the financial year.

### **Sponsorship KPI Outcome**

- Raise \$30,000 cash sponsorship (financial year)

### **Sub-Club KPI Outcomes**

- Monthly average of 100 Poker and 120 Pool players (financial year)

### **Grant Application Outcomes**

- Grants between \$50k and \$100k - additional 2.5% of base salary
- Grants between \$100k and \$200k - additional 5.0% of base salary
- Grants between \$200k and \$300k - additional 7.5% of base salary
- Grants between \$300k and over additional 10% of base salary