



## Position Description

<b>Title</b>	Bowls Coordinator	<b>Department</b>	Greens
<b>Reporting To</b>	Bowls / Greens Administrator		
<b>Last Reviewed</b>	23/08/2023	<b>Location</b>	CVD

### Purpose of Position

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The Bowls coordinator is responsible to provide coaching and development for members and the community of Cabra-Vale Diggers.

This includes promoting the sport of lawn bowls both within and outside the club.

### Key Responsibilities and Duties

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- Be responsible for the coaching of club members.
- Be proactive in recruiting new members.
- Be able to work with local schools to create bowls programs. (NSW working with Children Check)
- Liaise with the Bowls Administrator regarding promotion of lawn bowls within and outside the club. Aim is to increase participation rates and gain new members for CVD.
- Have experience in bowls administration.
- Arrange special days as required such as corporate, charity days and barefoot bowls activities.
- Assists in the smooth running of all levels of bowls within the club.
- Be proactive at seeking any new potential sponsors and grants to help ensure the financial viability of the Men's bowling club.
- Must have played high level bowls and have sound knowledge of building team culture.
- Be willing to work flexible hours such as afternoons and nights.
- Must have a positive, enthusiastic and can-do attitude.

- Help run and promote tournaments both internal and external.
- Implement club policies as determined by board of directors and club Management.
- Help in maintaining excellent customer service relations and ensure patrons expectations are met at all times.
- Be able to instruct and work with volunteers to fulfil all operational requirements are met.
- Assist with the implementation of best work practices to comply with WHS requirements.
- Comply with all reasonable requests made from time to time by management.
- Be able to assist the promotion of the club with social media.

#### Other

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- Any duties that may be reasonably requested at any time by management.

#### Licenses & preferred Qualifications

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- AML-CTF mandatory compliance training (annual)
- Compulsory Bullying and Harassment training (annual)
- RSA (preferred)