

**Albion Park Bowls Operations Manager**

Albion Park Bowling Club is situated in Shellharbour 22km south of Wollongong in an area which has seen exceptional growth in recent years. We are looking for passionate & organised applicant for this diverse position.

Reporting to the General Manager and working alongside bowls committees this role encompasses all facets of a bowls coordinator role with the opportunity to gain experience in club management & operations.

Key responsibilities:

* Oversee the bowls program, including but not limited to; Barefoot & Participation Programs, Tournaments, Events, Club Championship, Pennants and Social Bowls.
* Promotion of bowls and events via social media
* Work alongside the GM to boost overall participation and facility usage
* Meet membership recruitment & retention KPI’s
* Coordinate with club coaches, umpires & committees
* Attend monthly meetings
* Achieve sponsorship targets

The right applicant will be given a wide range of discretion in structuring the role and will ideally possess the following skills:

* Use of computer software to manage the bowls program
* Social media skills
* RSA & RCG
* Experience working with boards & committees
* Club or Advanced Coaching Certification

Applications close 30th November 2021

If you would like more information or to apply for role would like please contact General Manager, Stan Miholic apbcmr@exemail.com.au