

Position Description

Job title: **North Haven Bowling Club – Bowls Coordinator**
Classification:
Reporting to: **General Manager**
Salary:
Location: **Club North Haven – North Haven NSW**

Purpose of the position

To coordinate all bowling activities for the North Haven Bowling Club (NHBC) inclusive of the associated administrative activities. The Bowls Coordinator works with the General Manager and Bowls Council to ensure the smooth running of the club's social bowls, club championships, district, Zone 14 and State events. This incorporates, but is not limited to the following: -

1. Achieving and maintaining a high standard of work performance in order to set an example for other club employees
2. Ensuring the confidence of club members
3. Performing the duties with professionalism and integrity by providing operational information to the General Manager and the Club's Bowls Council, in a timely manner
4. Being responsible for the administration and implementation of Club policies and duties (as determined in conjunction with the General Manager and the Club's Bowls Council) on a day-to-day basis.

Responsibilities & duties

1. Administration / Policy

- i. Promote bowls within the Club including district, zone, state and social bowls
- ii. Coordinate the delivery of the annual bowls program and daily running of the open gender, single gender and social bowls events
- iii. To interact with Bowls NSW to understand and implement all compliance and procedural obligations
- iv. Responsible for collecting and disseminating both Bowls NSW and Club North Haven information
- v. Coordinate club coaches, umpires, and selectors panels to meet Bowls NSW regulations
- vi. Coordinate the delivery of both Open and Single gender tournaments
- vii. Assist, where directed by the General Manager, in the planning and delivery of Club North Haven's annual Bowls Carnival
- viii. Organise, implement and supervise a junior bowls development program
- ix. Other duties as may be directed by the General Manager from time to time
- x. This position is estimated to require twenty (20) hours per week

2. Secretarial

- i. Provide written reports to the General Manager as required.
- ii. Maintain the clubs bowling membership database, ensuring all players are registered with Bowls NSW, including collection of yearly subscriptions
- iii. Prepare and post weekly nomination sheets and prepare game cards as per club's bowls schedule
- iv. Welcome visitor and new members and call game cards
- v. Conduct bowling club raffles as per bowls schedule
- vi. Undertake the duties of minute secretary for all Bowls Council meetings
- vii. Coordinate player clearances and transfers when required.

3. Accounting

- i. Assist the General Manager in setting the annual budget requirements for bowls.
- ii. Deliver the budget requirements for bowls.

4. Premises / Operations

Liaise with the Greenkeeper, his delegates, and Club North Haven's Management to coordinate the use of the greens.

5. Club Promotion / Advertising

- i. Assist Club North Haven Management in negotiating with and ongoing support of sponsors for bowls.
- ii. Liaise with Bowls Council and General Manager to establish and conduct a tournament schedule.
- iii. Be the club's point of contact for all matters relating to bowls.
- iv. Assist in the communication of bowls through the club's website, newsletters and social media, where directed by Club management.
- v. Assist the General Manger and Bowls Council in the creation, production and implementation of any strategic marketing plans.

6. Community Engagement

- i. Coordinate and deliver community engagement activities including, but not limited to, barefoot bowls or bowls parties, school participation.
- ii. Establishing alternative areas of community involvement.

Academic or trade qualifications

Responsible Service of Alcohol (RSA) - desirable
Responsible Conduct of Gambling (RCG) - desirable
First Aid qualification - desirable

Technical Knowledge, Personal qualities & behavioural traits

Essential	Desirable
Written and verbal communication skills	Attention to detail
Leadership and problem solving skills	Negotiation and consultation skills
Adaptability and flexibility to accommodate change and provide responsive services to meet member needs	
A capacity to work in a busy environment, and to deadlines	
Computer skills including spreadsheet and word processing	

Relationships

With	Purpose
1. General Manager	This position reports to the General Manager.
2. Club employees	This position requires interface with club employees to ensure they are aware of the role and responsibilities of the Bowls Organiser.
3. Club Members	Provide regular communications to members, on an informal basis, on the status of bowls within the club.

Employee Signature: _____

Date: _____

General Manager's Signature: _____

Date: _____