



Established in 1964, South Tweed Sports is a medium-sized club located on the far north coast of New South Wales, featuring three championship greens and a picturesque setting along the Tweed River. Serving a diverse community of over 13,000 members and visitors, our not-for-profit organization is dedicated to making a positive impact through sports, social engagement, and sustainability initiatives. In alignment with this mission, our leadership team has recognized the need for a crucial position: the Bowls Coordinator, offered as a casual role.

Primary Responsibilities:

- Management, coordination, and development of bowling activities.
- Promote barefoot bowls events.
- Seek and maintain club sponsorships.
- Recruitment and development of bowlers.
- Maintain comprehensive membership records for both internal and external stakeholders.
- Coordinate and execute planned tournaments.
- Foster a working relationship with the bowls committee.
- Develop activities to promote junior bowls participation.
- Promote the bowls profile of the club and increase bowls membership.
- Handle all administrative duties related to bowls, such as registrations and transfers in compliance with Bowls NSW.

Qualifications:

We are seeking an individual who embodies the following qualities:

- Demonstrates leadership through example.
- Maintains high standards of customer service.
- Is willing to pass on knowledge and mentor others.
- Exhibits initiative and a drive to achieve positive outcomes.
- Possesses strong written and verbal communication skills.
- Is proficient in computer use and experienced in various administrative tasks.
- Has flexibility to work during days, nights, and weekends, as required by the situation.
- Is genuinely dedicated to contributing to the club's growth and development.
- Current NSW RSA or a willingness to obtain.

If you possess the enthusiasm, motivation, and commitment to create exceptional experiences that exceed our customers' expectations and keep them returning to the club, we invite you to apply now!

Please send your expression of interest to: employment@southtweedsports.com.au

Please Note: Only shortlisted candidates will be contacted, and we appreciate your understanding regarding this selection process.