# Sports Coordinator

## East Cessnock Bowling Club

Here at **ECBC Sports,** we are forward thinking. We are established leaders in the Hunter Valley and under the guidance of a new leadership team, welcome a fresh NEW Brand. We are all about bringing people together through the sharing of exceptional experiences.

A not for profit business, we are passionate about our commitment to giving back through sport, social and sustainability initiatives. With this in mind, the leadership team have identified the need for, and have developed, this key role of ECBC Sports Coordinator.

The **ECBC Sports Coordinator** is about being part of the growth of ECBC Sports, including but not limited to, the game of Bowls. The ECBC Sports Coordinator is responsible for planning and organising every detail that is required for the preparation of sporting events and facilities for a particular game or sporting event. This position is about showing exceptional leadership and the highest standard of Customer Service.

**Key Tasks Include:**

- Seek and maintain Club Sponsorships.
- Coordinate external Sports Teams sponsorship commitments.
- Maintain Membership Registers, internal and external.
- Coordinate and facilitate planned tournaments, including adequate sponsorships
- Establish and manage the operations of the bowls office
- Development of Junior Bowls Activities.
- Suggest and develop plans for the growth of Sport participation at the Club, along with budget development and monitoring
- Conduct all administrative duties relating to Bowls, including but not limited to, correct registrations, transfers etc. with Bowls NSW.

**What are we looking for?**

- Someone who can lead a by example
- Someone with high customer service standards
- Someone who isn't afraid to pass what they've learned onto the next person
- Someone who shows initiative and chases outcomes
- Someone with strong written and verbal communication
- Someone who is computer literate and experienced in administrative tasks
- Someone who is available to work across days, nights and weekends, should the outcome require
- Someone who genuinely wants to contribute to the growth and development of the business

A detailed position description can be provided on request.

**What we offer you:**

- Attractive Salaried Position
- A varied role with a wide variety of tasks to develop the Sports within ECBC Sports
- Ongoing training and development, both in-house and externally
- You get to work with and develop a great team
- Opportunities for career development in the company and within a professional, successful, stable and well respected Club
- Energetic and passionate leadership team that embraces change and is focused on success
- Work for a Club that is passionate about its people and our commitment to our communities

**If you have the enthusiasm, drive and energy to create the wow factor that surpasses our customers' expectations and has them returning to their Club again and again, we would love to speak with you. APPLY NOW!**

*East Cessnock Bowling Club are recruiting for this role independently. Please contact them directly for any further enquiries.*

***Please Note:*** *Only short listed candidates will be contacted. We thank you for your understanding with this decision*

ECB103

***Note:***: *WE REQUEST THAT NO AGENCIES ARE TO CONTACT EITHER WHITENOW OR EAST CESSNOCK BOWLING CLUB LTD*
*"NO AGENCIES PLEASE"*

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***Note:***: *This fantastic position advertisement has been lodged by EAST CESSNOCK BOWLING CLUB LTD. Any relevant correspondence that they wish to offer applicants will come directly from that company and not from White Now. All the best with your application !!*