



METRO SOUTH WEST BOWLS

POSITION DESCRIPTION - Sports Administrator

Payment: \$20000 per annum excluding GST

Position Overview:

Reporting to the Executive Committee – overseeing agendas and minutes of meetings.

The Metro South West Sports Administrator is responsible for liaising and working with affiliated Metro South West clubs to coordinate:

- Region event coordination
- Working with clubs on promotion and growth of the game
- Develop initiatives to implement and manage development program to maximise the development of club coaches
- Liaising with Junior sports coordinator to help nurture the growth and development of local juniors
- Meeting KPIs established by the Executive Committee
- Overseeing of Region media through website, Facebook or other social media platforms
- Development of new initiatives to assist in the development or promotion of the game
- The organising and hosting of an annual Metro South West Presentation & Awards event.

The Metro South West Sports Administrator is required to have a current ABN number, Driver's Licence, be highly proficient in IT and Social Media programs/platforms, have "working with children" Police clearance, and be available for weekend and out of hours work and to travel from time to time, locally and interstate.

If you are interested in the position. Please email a CV to Metro South West Bowls Secretary by 31 July 2024.

Email: metrosouthwest2@bowlsnsw.com.au