



## **Position Description**

**Job title:** Bowls Coordinator

**Reporting to:** General Manager

**Salary:** Negotiable

**Location:** Carlingford Bowling Sports and Recreational Club –  
334 Pennant Hills Road Carlingford NSW 2118

### **Purpose of the position**

To coordinate all bowling activities for the Carlingford Bowling Sports and Recreational Club inclusive of the associated administrative activities. The Bowls Coordinator works with the General Manager and Bowls Committees to ensure the smooth running of the club's social bowls, club championships, district, Zone 10 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 Committees, 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 Committee) 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 Metro North West Bowls 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 Carlingford Bowling Sports and Recreational Club annual events
  - 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 thirty (30) hours per week

## **2. Secretarial**

- i. Provide written reports to the General Manager and Board as required.
- ii. Maintain the clubs bowling membership database, ensuring all players are registered with Bowls NSW (bowls link and S7000) 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, Club Management and Bowls Committee to coordinate the use of the greens.

### **5. Club Promotion / Advertising**

- i. Assist Carlingford Bowling Sports and Recreational Club 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 Committee 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 or Will to Obtain**

Responsible Service of Alcohol (RSA) - desirable

Responsible Conduct of Gambling (RCG) - desirable

First Aid qualification – desirable

Working With Children – desirable

## **Technical Knowledge, Personal qualities & behavioral traits**

### **Essential**

- Written and verbal communication skills
- Leadership and problem solving 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

### **Desirable**

- Attention to detail
- Negotiation and consultation skills

## **Relationships**

### **With**

1. General Manager

### **Purpose**

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 Organizer.

### 3. Club Members

Provide regular communications to members, on an informal basis, on the status of bowls within the club.

## **Key Performance Indicators**

### **Lawn Bowls KPI Outcome**

- Addition of 10 (Ten) active brand-new bowler's members to the CBSRC that are joined as Full Bowling Members and retain current male bowlers between 95% - 100% within the financial year.

### **Sponsorship KPI Outcome**

- Raise \$30,000 cash sponsorship (financial year)

### **Grant Application Outcomes**

- Grants between \$50k and \$100k - additional 2.5% of base salary
- Grants between \$100k and \$200k - additional 5.0% of base salary
- Grants between \$200k and \$300k - additional 7.5% of base salary
- Grants between \$300k and over additional 10% of base salary

## **Closing Date for Applications**

Monday 8<sup>th</sup> July 2024.

## **Applications to:**

Shaun Johns General Manager

**Email:** [sjohns@cbsrc.com.au](mailto:sjohns@cbsrc.com.au)