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| **POSITION DESCRIPTION – Grounds Coordinator** |
| **Organisation:** |  |
| **Job Title:** | Grounds Coordinator  |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Association PresidentAssociation Administrator |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 5 to 10 hours per week* |
| **POSITION DETAILS** |
| **Purpose*** Is responsible for the upkeep of the *(insert Name)* Netball Centre/Courts
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| **Knowledge/Skills*** Basic gardening and handyman skills
* General facility maintenance knowledge
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| **Typical time commitment*** *Approximately 5 hours a week*
* *More hours during Winter season (generally May to September)*
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| **Responsibilities and Duties*** Empty all bins and take out bins for rubbish collection
* Pick up rubbish on courts, grass areas, along fence line and walkways
* Court sweeping as required
* Clean and maintain toilet facilities and report necessary maintenance when required
* Stock take toilet paper, hand towels, garbage bags, etc., and replenish when needed
* Lawnmowing of grassed areas that are not maintained by council
* Weeding and general care of garden beds, between pavement grassed areas, and outside courtyard areas, as well as sweeping of patio areas and cleaning of cobwebs
* Replace broken netball ring nets and light globes as required
* Sweep hall and set up of hall for bookings
* Basic maintenance, such as replacing tap washers, basic painting, replacing barbecue gas bottles, etc.
* Maintain and clean grounds during and after Carnivals
* Report any damaged to netball equipment and facilities to the Club or office
* Report and arrange for maintenance to be completed

**Member Protection*** You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))*
* If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and the community
* Have input into the goals and objectives of *(Association name)*
* Use one’s skills in a positive and engaging way

For further information regarding this position please contact *(Association name) (Association contact details)* |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** |