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| **POSITION DESCRIPTION – Grounds Coordinator** | |
| **Organisation:** |  |
| **Job Title:** | Grounds Coordinator |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Association President  Association 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 | |
| **Knowledge/Skills**   * Basic gardening and handyman skills * General facility maintenance knowledge | |
| **Typical time commitment**   * *Approximately 5 hours a week* * *More hours during Winter season (generally May to September)* | |
| **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 | |
| **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*** | |