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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



GOLD
INDUSTRY
GROUP

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:	<i>Approximately 5 to 10 hours per week</i>

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.

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- 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