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| **POSITION DESCRIPTION – Groundsman/Facilities Coordinator** | |
| **Organisation** |  |
| **Job Title** | Groundsman Facilities 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**   * General facility maintenance knowledge * Basic gardening and handyman skills * Understanding of the Associations facility Lease/Memorandum of Understanding/ or Hire Agreement pertaining to the Associations upkeep of the facility * Effective communication and good interpersonal skills * Act with integrity, confidentiality, and objectivity * Good organisational skills * Positive and enthusiastic attitude | |
| **Typical time commitment**   * *Approximately 5 hours a week* * *More hours during the 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 the fence line and walkways. * Court sweeping as required. * Clean and maintain toilet facilities and report necessary maintenance when required. * Stocktake toilet paper, hand towels, garbage bags, etc., and replenish when required. * Lawnmowing of grassed areas that are not maintained by the 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 damage to netball equipment and facilities to the Club or office. * Report and arrange for maintenance to be completed.   **ESSENTIAL**   * National Volunteer Police Clearance * At all times ensure a Child Safe environment * Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy * Comply with the WA Working with Children Check (WWCC) Legislation which means:   + If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC * Promote and display the Associations/Clubs values and behaviours * Promote netball in a positive manner | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of a team dedicated to the growth and development of *(Association/Club name)* * Meet and network with other volunteers and industry professionals. * Have input into the goals and objectives of *(Association/Club name)* * Use your skills in a positive and engaging way. * Develop a greater understanding of sports management structures.   For further information regarding this position please contact *(Association/Club name and contact details)* | |

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| ***NWA-RES-30 Groundsman Facilities Coordinator PD***  ***This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.***  ***Created: May 2023*** |