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| **POSITION DESCRIPTION – Groundsman/Facilities Coordinator** |
| **Organisation** |  |
| **Job Title** | Groundsman Facilities 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*** 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
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| **Typical time commitment*** *Approximately 5 hours a week*
* *More hours during the 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 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
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| **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*** |