



JOB DESCRIPTION

Position Title: Bowls Coordinator	
Reports To: Board Of Management	Responsible For: Bowls Activities
Basic Purpose of this Role:	
To promote, manage and coordinate all activities related to social bowls events, non member bowls activities and major club tournaments, thus maximising the use of the club's facilities.	
Major Responsibilities:	
<ul style="list-style-type: none"> ▪ Promote bowls activities at the H.B.C. amongst the community. ▪ Promote, market and manage "Corporate" and other group bowls events. ▪ Promote, market and coordinate social bowls and tournaments with the assistance of the appropriate Bowls Committees. ▪ Manage and evolve the procedures that govern the use of Hampton Bowling Club's facilities by non members. ▪ Prepare and present a monthly report to the Board Of Management on all non-pennant activities and non-club championship events, detailing income and expenditure generated from these activities. ▪ Perform reasonable tasks as agreed upon with the Board Of Management. 	
Skills & Qualifications Suited to this Position	
<ul style="list-style-type: none"> ▪ Experience in Sports Administration and/or Bowling Club activities and/or Marketing. ▪ Ability to manage a team. 	<ul style="list-style-type: none"> ▪ Good communication skills ▪ Must be computer literate ▪ Basic knowledge of costing and budgets
Hours/Remuneration:	
<ul style="list-style-type: none"> • Approx 10-15 Hours per week as required to fulfil the above Responsibilities. • \$ 10, 000.00 per annum. (negotiable). • Three month probationary employment. 	