

## St Catherine's Committee Position Description

### **Position Title:        **GROUNDS COORDINATOR****

#### **Main Purpose of the Role:**

The role is responsible for coordinating the maintenance of the grounds.

#### ***Experience and Knowledge:***

1. Be a general handyman
2. Undertake preseason review, audit of equipment & grounds
3. Purchase line marker paint at beginning of season and ensure stock is maintained during season
4. Premix paint at regular intervals for use by teams each week
5. Prepare team roster once teams and draw is finalised
6. Arrange and coordinate preseason working bees
7. Ensure toilet paper and other consumables are maintained for toilets
8. Be responsible for collection & return of oval key from rostered teams
9. Set sprinkler timer
10. Monitor sprinkler use and replace damaged heads as required
11. Arrange and coordinate mid season working bees (if required)
12. Arrange and coordinate end of season working bees
13. Liaise with CCSA and councils contractors on any oval issues

#### ***Personal Attributes:***

1. Possess the ability to maintain a strong attention to detail and a commitment to providing the best possible service for club members
2. Sound oral and written communication skills including the ability to liaise effectively with fellow committee members & council representatives
3. Possess the ability to manage time effectively, meet deadlines and stay calm and organised.
4. Self motivated with the ability to use initiative to solve problems.