

St Johns Park Bowling Club

Job description

Job Title	Bowls Operations Officer
Hours	38 hours per week (includes weekend and after hours)
Location	St Johns Park Bowling Club
Reports to	Group Sports Administrator

PURPOSE

The Bowls Operations Officer role will lead and oversee the Bowls activities of SJPBC under the guidance of the Group Sports Administrator and with the support of Bowls Staff and Bowls Committee.

The role will lead all bowls administration activities. This includes but not limited to:

- Social Bowls (Tuesdays to Saturdays)
- Club Championships
- SJPBC Tournaments
- Pennant Seasons
- SJPBC Incentive Programs
- SJPBC Bowls Communications, including Website, Newsletter and Social Media contributions.

The role will also explore membership growth, junior programs, Barefoot Bowls offerings and work closely with the SJPBC Head Coach and their initiatives.

DUTIES & RESPONSIBILITIES

- Provide administrative support to all areas of Bowls.
- Administer Club Championships – including organising Entries, Draws, Cards, Prizemoney, and Results.
- Administer Pennant Seasons, upkeeping records, communication, and providing the necessary tools for all concerned with Pennants.
- Administer Social Bowls, organising Entries, Draws, Cards, Prize Money, and Results.
- Administer Tournaments/Social Events – including organising Entries, Draws, Cards, Prizemoney, and Results.
- Coordinate Markers and Umpires for all events.
- Prepare any payment and account information for the Bowling Season.
- Assist in maintaining the membership database.
- Provide information and guidance on uniform and other bowls stock.
- Update all social media, websites, SMS communication and noticeboards appropriately.
- Provide communication to members on upcoming events, cancellations, etc.
- Provide Bar service, assist in catering and functions.
- Other general duties as requested by management.

Key Relationships:

- Group Sports Administrator
- SJPBC Group Ambassador
- Functions and Events Staff
- Members
- Suppliers

SKILLS & EXPERIENCE

The role involves regular weekend and after-hours work. The successful applicant will possess the following skills:

- Sound Administration Experience
- Excellent Communication – Written and Verbal skills
- High attention to detail
- Understanding of Bowls/Sports
- Good understanding of technology, including Microsoft applications
- Good social media awareness
- First Aid certification (desirable)
- RSA/RCG accreditation (desirable)
- Club or Advanced Coaching Certification (desirable)

I have read, understood and agree with the duties and responsibilities of this position.

Full Name:

Signature:

Date: