

Facilities Maintenance Coordinator *(shared role)*

Reports to: Vice President (or another designated committee member)

Purpose:

The Facility Maintenance Coordinator/s are responsible for ensuring the Club's facilities, grounds, buildings and equipment are maintained to a high standard of safety, cleanliness and presentation for training, matches, events and other Club activities, providing a welcoming environment for players, families and visitors.

Key Responsibilities:

- Create and maintain a prioritised list of facility maintenance tasks needing to be done and to display these tasks and sign up/recruit.
- Create and maintain a list of member skills and qualifications and note in areas where they can lend a helping hand.
- Ensure the relevant areas of the facility are clean and working (e.g. change rooms, oval, kitchen, umpires' rooms, toilets etc.).
- Develop a schedule of regular maintenance items with the committee (e.g. fire extinguisher checks)
- Alert committee of any major works or repairs required for their consideration.

Skills & Desirable Characteristics:

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Organised and proactive with strong problem-solving skills
- Good communicator and comfortable working with a team of volunteers
- Basic computer skills (e.g., spreadsheets, online forms).
- Handy with tools or confident coordinating trades and suppliers.
- A passion for community and club pride.
- Ability to work within Club policies and regulatory requirements.