



## **Bowls Coordinator Clayton Bowls Club**

### **About Us:**

Clayton Bowls Club is one of Victoria's premier bowls clubs, located in Melbourne's southeastern suburbs. Our club offers Lawn Bowls, Indoor Bowls, Snooker, Darts, a Gaming Room, Bistro, TAB facilities, and a Sports Bar. We are dedicated to maintaining a high level of competition while fostering a strong community focus.

Clayton Bowls Club currently fields 10 teams:

- **Tuesday:** 3 teams (Day) & 2 teams (Night)
- **Saturday:** 5 teams

Our facilities include three greens:

- **Green 1 (under construction)** – Undercover 8-rink synthetic green (operational from September 2025)
- **Green 2** – 7-rink Bent grass
- **Green 3** – 8-rink Tiff Dwarf grass

We are currently seeking expressions of interest for a **Bowls Coordinator** to join our team.

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### **Key Responsibilities:**

- Provide administrative support to all areas of bowls.
- Work with the Club Coach on Pennant Season and Club Championships.
- Administer Social Bowls, including organising entries, draws, cards, prize money, and results.
- Manage tournaments and social events, including entries, draws, prize money, and results.
- Organise and promote Barefoot Bowls and Corporate packages.
- Develop sponsorship and advertising packages.
- Maintain and grow a Junior Bowls program.
- Drive participation in social bowls groups, such as Bowling with Babies.
- Assist in growing and maintaining the membership database.
- Provide guidance on uniforms and other bowls-related merchandise.
- Update social media, website, SMS communication, and noticeboards.
- Communicate upcoming events, cancellations, and other important information to members.
- Assist in bar service, catering, and club functions.

- Perform general duties as required by management.
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#### **Essential Requirements:**

- Experience in a similar role.
  - Marketing and promotional experience.
  - Excellent communication skills.
  - Proficiency in Microsoft applications and digital communication tools.
  - Ability to obtain or hold the following certifications:
    - Working With Children Check
    - Gaming Licence
    - First Aid Certification
    - Responsible Serving of Alcohol (RSA)
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#### **Key Focus Area:**

The successful applicant will play a pivotal role in launching our new **undercover green**. This will include media promotion and the development of tournaments and events to maximise participation once the facility is operational.

A **competitive remuneration package** will be offered to the successful candidate.

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#### **How to Apply:**

To express your interest in this exciting opportunity, please submit your resume and cover letter to [chair@bowlsclayton.com.au](mailto:chair@bowlsclayton.com.au). Interviews can be arranged via video link.

Applications close 27<sup>th</sup> April 2025.

Join us at Clayton Bowls Club and be part of a thriving, community-focused sporting club!