



Role Description- Grounds and Equipment

ROLE INFORMATION	
Purpose	The Grounds and Equipment Officers main purpose is to maintain safe operation and durability of club equipment and are also responsible for the club's physical facilities (e.g., buildings, grounds and ovals). The GEO is to keep a high standard of safety and presentation for matches, training, events and other activities run by the club.
Responsibilities	<p>Primary responsibilities for the role of the grounds and equipment officer include:</p> <ul style="list-style-type: none"> • 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. • Identifying the club's equipment needs for the upcoming season. • Repair equipment as required and disposing of equipment that is no longer usable. • Obtain quotes and seek approval from the committee to purchase new equipment for the upcoming season. • Maintain and update the equipment register for any new purchases. • Maintain a budget and ensure all equipment is ordered and distributed appropriately. • Allocate club equipment to appropriate club officers and keep track of who is responsible for each item in the equipment register. • Communicating with appropriate club officers throughout the season to ensure enough equipment is supplied. • Ensure the equipment storage rooms are tidy. • Maintain field markers and goal posts. • Regular maintenance of playing/training grounds. • Ensure those using club equipment have been trained or are qualified to do so. • Update equipment register whilst collecting all equipment to be stored during off season. • Review and repair any equipment where necessary. • Follow up on non-returned equipment. • Ensure equipment register is up to date and important information of where equipment is currently stored and who is in possession/still in use of equipment. • Review and notify the committee of equipment requirements for the following season. • Review and update position description to ensure it continues to reflect the requirements of the role.

EXPERIENCE AND CAPABILITIES

Qualifications and Experience

- Previous experience in a not-for-profit, volunteer-based organisation is preferable.
- Knowledge of the laws and legislation relating to non-profit organisations.

Knowledge and Skills

- Dedicated club person committed to making a difference.
- Receptive to change.
- Considerate of others and/or conflicting ideas and opinions.
- Good communication and interpersonal skills.