



CLUB HOUSE MANAGER

BRIEF DESCRIPTION

- The function of the Club House Manager is to manage and maintain all club assets and property.

RESPONSIBLE TO

- The Club House Manager is responsible to the Club President, Club Executive Committee

ESTIMATED TIME COMMITMENT

- 4 hours per week
- 1 season commitment
- Monthly meetings approx 1.5 hours length
- Mentor role for successor approx 4 hours
- 1 hour commitment to club orientation session
- Annual General Meeting approx 2 hours length

KEY TASKS AND RESPONSIBILITIES

- Oversee the Bar Manager and Bar Functions
- Oversee the Property Manager and Asset Management Functions
- Oversee the Grounds Coordinator and ground maintenance
- Liaise with Social Coordinator regarding social events for the season
- Liaise with Coaching Coordinator/Equipment Officer regarding required equipment and equipment repairs.
- Maintain a register of club assets

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Management skills essential
- Organisational skills essential
- Handy man skills beneficial
- Leadership skills essential
- Ability to delegate essential
- Knowledge of club policies and procedures: in particular
 - Grievance Procedure
 - Club Code of Conduct
 - Member Protection Policy
 - Harm Minimisation Policy
- References 2 or 3 verbal/written required prior to the commencement of position
- Police Clearance
- Registered with ARU Club Administrator
- Act as a mentor for successor
- Complete club exit and appraisal/feedback forms