



## GROUNDS AND PROPERTY MANAGER

### Goal Statement:

The Grounds and Property Manager oversees the maintenance of the ground and clubrooms at the Club, including the opening and closing of the ground on game days

### Objectives:

- Oversee all the maintenance requirements of the grounds/property at the Club
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

### Responsibilities:

- Mark the lines for game day when necessary
- Develop, plan and implement a roster and recruit players, parents and volunteers to assist in the opening and closing of the ground on game days
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly general committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

### Relationships:

- This position will liaise with relevant suppliers on grounds/property materials
- This position will liaise with and have regular communication with committee members

### Qualifications:

- Working With Children's Check

### Accountability:

- The Grounds and Property Manager is accountable to the Club President and general committee

Committee Member Name: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_