

VOLUNTEER ROLE DESCRIPTION



Facilities & Maintenance Coordinator

Role purpose: The Facilities & Maintenance Coordinator oversees the effective upkeep of our clubs fields and buildings ensuring safe and well presented facilities for our members, spectators and visiting teams.

Reports to: Volunteer Manager

Benefits

- 1 free tea/coffee/soft drink per home game
- 1 free BBQ item per home game
- Club hoodie or jacket

Skills required

- Good organisational and time management skills.
- Good knowledge of club facilities.
- Good knowledge of club policies and procedures.
- Working knowledge of club maintenance equipment and tools.
- Ability to foster a culture of inclusion and safety for everyone.

Qualifications required

- Nil

Qualifications desired

- Facilities maintenance, landscaping or building qualifications or related experience
- [PBTR Harassment & Discrimination Course](#) (or equivalent)
- First Aid and CPR

Duties

- Maintain the club field of play, spectator areas, buildings and other property.
- Ensure field of play is set up in accordance with the rules of football.
- Ensure field of play and spectator areas are clear of any debris and hazards.
- Ensure all buildings are clean and any repairs are completed as needed.
- Ensure lights, communications systems, scoreboards etc are in good working order..
- Ensure the club is cleaned and clear of any left items after every competition and training session.
- Liaise with Compliance and Risk Manager to identify and resolve issues as required.
- Liaise with Council to identify and resolve issues as required.

Safe Sport requirements: Our club prioritises the safety and welfare of children and vulnerable people. All volunteers must obtain the following prior to commencing their role.

- [Current Working with Children Check](#)
- [Child Safe Sport Training](#)

Time commitment:

- 2 hours per week and;
- attendance at home game match days (up to 4 hours).

Term of appointment: The Facilities & Maintenance Coordinator is appointed for a 1 year term with the option of reappointment each year.

About BRFC: Bundanoon Rebels Football Club was established in 1991. Our club is based at Ferndale Reserve and we have approximately 130 senior and junior players fielding teams across all age groups in the Highlands Soccer Association competitions. We are an inclusive, family friendly club supporting and serving everyone in Bundanoon and surrounding villages.