**MUDGEERABA REDBACKS JUNIOR RUGBY LEAGUE CLUB (MRJRL)**

**POSITION DESCRIPTION**

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| **GROUNDS COORDINATOR** |
| **Overview of Position** |
| The Grounds Coordinator is responsible for the management of the club’s grounds and associated equipment during the season. |
| **Responsible To** |
| The Grounds Coordinator is directly responsible to the President and management committee. |
| **Responsibilities and Duties** |
| The duties of the Grounds Coordinator include:   * Depending on the size of the club, form a grounds sub-committee to achieve the identified tasks. * Liaise with the local league as and when needed and have a sound understanding of the various requirements in relation to ground management * Ensure that league/region/state policies in relation to ground management are observed * At the commencement of the season, order line marking and other equipment * Mark out the playing fields at the commencement of the season and as needed during the season * Ensure that all ground maintenance equipment is in safe working order * Ensure the dressing rooms, canteen, referee’s room and toilets are in a clean and tidy condition * Ensure the ambulance access is maintained at all times * Ensure that field lines are clearly marked and maintained in good order for all games * Ensure that the playing surface is in good order at all times * Ensure adequate supplies of sand are available * Organise the watering of the fields * Advise the management committee of the overall condition of the fields and equipment to ensure continued availability * Liaise with Council regarding field management as needed * Ensure you are contactable at all times |
| **Knowledge and Skills Required** |
| Ideally the Grounds Coordinator is someone who:   * Jumps in and get things done * Is organised * Can manage a small group of helpers * Has knowledge or skills in field management (or can quickly acquire them) * Is generally handy |
| **Time Commitment Required & Period of Appointment** |
| The estimated time commitment required as Grounds Manager is 5 hours per week. Hours will vary and can be more on home rounds and busy periods of the season.  The Grounds Coordinator is appointed for a 1 year period. |