



Expressions of Interest

Barefoot Bowls Coordinators

The Torquay Bowls Club (TBC) has recently reviewed its operations and has identified the need for additional Barefoot Bowls Coordinators. The additional appointments will build on achievements to date of the barefoot bowls activities that continue to offer benefit to members and visitors attending the Club.

Proposed Duties Barefoot Bowls Coordinator.

To advertise and facilitate the running of Barefoot Bowls at TBC.

This is a paid position and is first point of contact for outside clients

1. Responsible for taking and logging bookings from prospective barefoot clients.
2. Liaise with Bar and Bistro Manager regarding rink availability before taking bookings.
3. Liaise with Bar and Bistro Manager regarding food and beverage requirements of barefoot bowlers.
4. Receive cash and/or credit card payments for each team prior to their commencement, and accurately recording for TBC Treasurer.
5. Arrange provision of adequate and suitable sized bowls for each rink of players, and mats and jacks.
6. Ensure proper tuition to Barefoot Bowlers on basic rules of bowls.

7. In particular, ensure no dumping of bowls and no alcohol on greens, and oversee this once play commences and continued protection of ditch surrounds.
8. Ensure accurate start and finish times for Barefoot Bowlers.
9. Represent TBC in a professional manner, providing on-going advice and service during games.
10. Wear TBC uniform as standard attire.
11. Report directly to Bar and Bistro Manager with any feedback or issues with Barefoot Bowls and provide timesheets for approval to TBC Treasurer.
12. Have a pool of suitably trained volunteers to assist with large groups.
13. Responsible to the Bar and Bistro Manager.

Conditions of Employment.

Specified Paid position. Your casual rate of pay is \$32.31 per hour for Saturday and \$37.70 per hour for Sunday (if required,). This rate is inclusive of sick leave and annual leave payment and any allowances, casual loading of 25%, penalties, overtime and annual leave loading.

The occupant of this position requires sound knowledge of the game of bowls and rules around bowls, and of relevant specific TBC policies and procedures.

The incumbent must possess excellent communication skills and represent TBC as "the face" of the Club.

Desired Qualifications

- Good knowledge of the game of lawn bowls
- Excellent verbal communication skills
- Working with Children Certificate
- Good computer skills.
- RSA desirable

Expressions of interest emailed to: manager@torquaybowlsclub.com
by Friday 9th September 2022.