

Scarboro Surf Life Saving Club

Job Description – Clubrooms Officer



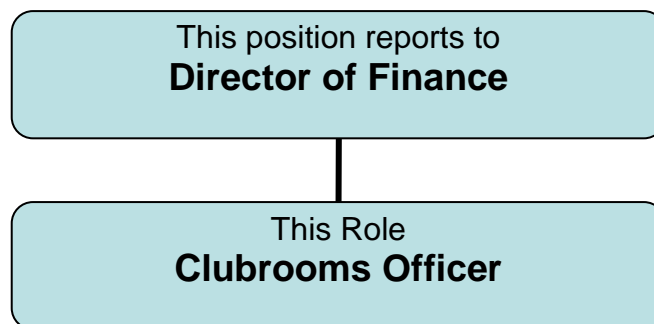
1. Position

Clubrooms Officer – V070419

2. Position Purpose

Responsible to the Director Finance for the security, maintenance, repairs and general condition of the Club's premises

3. Key Relationships



4. Approved at Board meeting 7/4/2019

5. Mandatory Requirement

Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.

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6. Major Responsibilities

- Ensure that the Club is locked and secure at all times.
- Ensure that members are maintaining the Club in good order and clean condition
- Ensure that areas of the Club are being utilised for their prescribed use
- Ensure that all services of the Club are in good order and working condition
- Maintains a key register in consultation with the Admin Assistant
- Annually develop and submit for approval a budget to cater for the ongoing maintenance and upgrade of Club buildings
- Recommend to the Director of Finance on matters of repair, maintenance or additions
- Comply with Club's constitution, policies, directions of the Board and City of Stirling regulations as related to the buildings generally

7. Primary Accountability

Club buildings are well maintained in good order and condition

Budget developed and submitted for approval in a timely manner

Approval sought from the Director of Finance before committing to significant expenses

Meetings attended and reports submitted as and when required

Any non-authorised use of the Club buildings is investigated and reported to the Board in a timely manner

Club policies, directions of the Board and City regulations are complied with

8. Required Competencies

- Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Experience as a 'handyman'
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Understanding of the Club's constitution and policies; and City regulations, as applied to the Club's buildings and facilities generally
 - Experience, understanding of, or skills in building maintenance matters
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