



Tuggeranong Archery Club

Role Description

Groundskeeper

Role Statement

The role of the Groundskeeper is to keep a priority list of odd jobs and repairs required to keep the club grounds and assets in good order and to organise working bees as required to undertake work as needed. The role is to oversee the work, not necessarily to do it.

Reports to

Committee 3

Desirable Attributes:

- Good planning, organisational and communication skills.
- Can prioritise and coordinate activities.
- Attention to detail.

Specific duties include but are not limited to:

- Developing a schedule of working bees for major maintenance work, e.g. target refurbishment.
- Developing and maintaining a prioritised list of facility maintenance tasks.
- Liaising with the Range Captain to ensure that the grounds are maintained in accordance with safety requirements.
- Recruit and encourage involvement of volunteer assistance to undertake tasks in their own time. Monitor progress and thank on completion.
- Purchase, or arrange for purchase, of tools, fuel, materials and equipment to undertake work.
 - Note that expenditure should be discussed with the Treasurer prior to purchase.
- Ensuring that club equipment, e.g. mower(s), power tools, etc. are regularly checked and serviced to ensure correct and safe operation.
- To provide a report to the Committee of any major works or repairs undertaken or required prior to each Committee meeting.
- Attendance at Committee Meetings when required.