



## POSITION VACANT

### Lawn Bowls Administration & Development Manager

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Maitland City Bowls Sports and Recreation Club is one of the leading Lawn Bowls Clubs in the Newcastle and Hunter Area. The Club boasts 3 grass greens, approximately 180 lawn bowlers and participates in all competition forms of the game.

The position of Bowls Administration & Development Manager has become vacant. The Club is seeking a business professional fluent in the rules and play of lawn bowls. This person may wish to relocate to the Hunter or be already a resident. The ideal person should possess:

- Above average proficiency in computers, including Microsoft Office
- Above average Communications, email, phone and fax
- Above average reporting abilities. The position will require reporting to the Board
- Above average public speaking for competition operation and bowls function coordination
- The ability to chair meetings
- An above average Lawn Bowls Ability

#### Desirable attributes

- Umpire and Coaching Certificate
- Pennant 1 bowler preferred, but all expressions of interest will be considered
- Extensive contacts throughout the bowls fraternity
- Proven knowledge of competition operation and development of bowls

The position is fulltime. The hours are flexible but are envisaged to be Tuesday to Saturday, 38 hour week with reasonable overtime included. The successful applicant will be offered an attractive remuneration package (Salary) based upon experience and ability.

To apply applications should be submitted to:

CEO  
Maitland City Bowls Sports and Recreation Club  
14 Arthur Street  
RUTHERFORD NSW 2320

Applications must include a cover letter and resume

*Applications Close Friday the 2<sup>nd</sup> of March 5pm*