



CLUB COORDINATOR

PULL YOUR WEIGHT

Employer	Bunbury Rowing Club Incorporated
Reports to	President
Department	Operations
Location	Cobblestone Dr, Bunbury WA 6230
Organisation Overview	<p>Bunbury Rowing Club Incorporated is committed to promoting and developing the sport of rowing from beginner to elite level. The Club provides support for all members to achieve their goals at individual and club level through the delivery of quality pathways and the adoption of the core values:</p> <ul style="list-style-type: none"> • TRADITION To continue the unbroken tradition built by the club since 1921. • FAIRNESS Be recognised for fairness in our business conduct, competition, social standing and dealings with all people and organisations. • TEAMWORK Foster teamwork as the club culture over individual glory. • PARTICIPATION Encourage maximum participation by individuals and families in both competition and social activities of the club.
Position Overview	<p>The purpose of the Club Coordinator is to develop and promote Bunbury Rowing Club to the local community.</p> <p>This position requires a motivated and energetic person with extensive experience in marketing. Highly developed communication skills and a proficiency in attention to detail. The candidate will have strong communication, relationship building and organisational skills. The ability to forge a close working relationship with local businesses, schools, club members, volunteers and other key stakeholders will be essential to the successful achievement of this position's objectives.</p>
Core Responsibilities	<p>Promote the aims and objectives of Bunbury Rowing Club within the local communities.</p> <p>Specifically, the role will be responsible for the coordination of:</p> <ul style="list-style-type: none"> • Hire of the Bunbury Rowing Club Hall • Marketing and promotion of Bunbury Rowing Club • Assist with operations of Bunbury Rowing Club
Key Duties	<p>Hall Hire</p> <ul style="list-style-type: none"> • Administer venue hire for groups, meetings, presentations, conferences, events and private functions • Liaise with current and potential hirers on hall hire information, terms and conditions • Complete administration tasks including the hall hire calendar, paper records of hire agreements and bonds • Perform inspections of hall upon return of hall hire key • Establish relationships with suppliers such as caterers, decorators, audio visual and event specialists <p>Marketing Promotion of Bunbury Rowing Club</p> <ul style="list-style-type: none"> • Manage media and local community relationships • Design and execute a social media strategy to promote Bunbury Rowing Club • Daily Management of the Bunbury Rowing Club social media platforms • Generate, edit, publish and share content in line with the brand(s) that encourages action • Research financial and in-kind sponsors and maintain relationship with sponsors • Develop proposals and ensure sponsorship conditions are adhered to • Design events that showcase Bunbury Rowing Club and generate revenue

	<p>Club Operations</p> <ul style="list-style-type: none"> • Assist with enquiries regarding Bunbury Rowing Club • Develop and support marketing activities to enhance growth in membership and professional development. <p>Other tasks as directed by the Committee</p> <ul style="list-style-type: none"> • Any other duties within the employee’s capabilities and that are reasonable to expect the employee to undertake as directed by the Committee from time to time
Key Interactions	<ul style="list-style-type: none"> • Bunbury Rowing Club <ul style="list-style-type: none"> ○ President ○ Committee ○ Members • Local Community <ul style="list-style-type: none"> ○ General public ○ Local businesses ○ Friends/ Families of members • Suppliers
Selection Criteria	<p>Essential Criteria</p> <ol style="list-style-type: none"> 1. Must have passion and enthusiasm to develop this role 2. Must have experience working with graphic design software 3. Have a minimum 2 years' experience digital / social media 4. Have an excellent understanding of all primary social media and web platforms and analytics tools 5. Be a self-starter with above average attention to detail 6. Ability to establish and maintain effective business relationships 7. Ability to communicate effectively – orally, written and in person 8. Represent the Bunbury Rowing Club in a friendly, courteous and professional manner 9. Current working with children check
Term and Hours of work	<p>The role is casual and approximately 10 hours a week</p> <p>The nature of the position requires some out of hours and weekend work.</p>
Salary	
How to Apply	<p>Applicants are required to complete the form online at http://www.bunburyrowingclub.com/employment</p> <p>Including</p> <ul style="list-style-type: none"> • a response to the two online questions • a cover letter addressing your suitability to the role (optional) • resume outlining relevant experience and skills
Who do I contact if I have an enquiry?	<p>Michael McDonald, President</p> <p>Email: president@bunburyrowingclub.com</p> <p>Phone: 0409 679 805</p>