**Position Description – Maintenance Coordinator**

**Why consider this?**

The Maintenance Coordinator ensures that grounds, equipment, scoreboards relevant to your Club are kept service and good condition so they can be available and used as needed.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Maintenance Coordinator |
| **Reports to:** | <insert> |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Hours / time involved:** | <insert> |
| **Start date:**  | <insert> |
| **Term:** | <insert> |
| **Location:** | <insert> |

**About <Club name>**

<insert>

**Purpose**

The role of the Maintenance Coordinator is to keep a priority list of “odd jobs” and repairs required and to recruit members or externals to undertake work as needed. The role is to oversee the work, not necessarily to do it.

**Responsibilities**

* Develop and maintain a prioritised list of facility maintenance tasks needing to be done for display and sign up / recruiting purposes
* Maintain a list of member skills and/or qualifications and areas where they will lend a helping hand
* 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 minor items to undertake work. Note that expenditure under $50.00 can be made without Committee approval but should be discussed with the Treasurer prior.
* Develop a schedule of regular maintenance items with the Committee e.g. fire extinguisher checks. List all items on an annual calendar and include in the to do list when required.
* To alert the Committee of any major works or repairs required for consideration
* To organise working bees if considered necessary.

**Personal Attributes**

* Good at involving people and recognising people for their support
* Can prioritise and coordinate activities
* Good communication skills
* Sufficient computer skills (or access to) to develop and maintain a spreadsheet of tasks required, completed, by whom and cost

**Essential**

* Access to a computer
* Maintenance spreadsheet
* Annual planner for schedule of regular/annual maintenance tasks

**Accountability**

* The Maintenance Coordinator will consult closely with and will be accountable to the Committee
* The Maintenance Coordinator will be required to discuss any purchase with the Treasurer
* In the case of expenditure, required exceeding the Treasurer’s delegation the Treasurer will seek Committee approval

**Essential requirements**

* Current, valid Working With Children Check

**Adjusting this role to meet volunteer needs**

This role can be adjusted to recognise different needs of a volunteer - such as availability, timing, size of role and flexibility needed.