

Court & Equipment Maintenance Coordinator Job Description

Purpose: The Court and Equipment Maintenance coordinator facilitates all aspects of pickleball court maintenance, and inspection of all pickleball related equipment for the Club. The coordinator works with a committee of volunteers to assist in maintaining the courts and equipment as required.

Reports To: The Treasurer.

Key Responsibilities & Duties:

- **Pickleball Court Maintenance:** Ensure the pickleball courts are free from debris and water before members play on the courts. Leaf blowers and other types of equipment are supplied to ensure the job is completed in an efficient and timely manner.
- **Pickleball Equipment:** Maintain an inventory of club equipment, nets, balls, etc. Notify the Treasurer if the purchase or repair of equipment as needed.
- **Safety:** With club safety in mind help to keep courts free of debris and water, clearing off on a regular basis. Ensure courts areas and fencing is in good condition.
- **Park Management:** Communicates with Silveridge Park Maintenance Manager, ensuring they are aware of safety issues in a timely manner. Coordinates work tasks with the Park Maintenance Manager when required.
- **Committee of Volunteers:** Fill the required group of volunteers needed (*with the help of EC and SUG volunteer sign-ups*) and lead the group as needed to be successful in this position and meet the needs of the Silveridge Pickleball Club.
- **Orientation:** Orient new committee volunteers and the new Court & Maintenance Coordinator.

Skills & Qualifications:

- A passion for safety on the pickleball courts.
- Ability and knowledge to fix items.
- Self-starter with good communication and organizational skills.
- Ability to work flexible hours mostly early mornings.
- Works collaboratively with the Silveridge tennis club in the use of the VAPTR machine to dry courts as needed.

Training:

- Will initially be provided by the Treasurer or other EC positions.

Time Requirements: In September and October, *the Maintenance Coordinator and/or volunteer(s)* will spend several hours getting the courts and the equipment ready for the upcoming season. November to March: 60 minutes required per day, on average on the days the courts are cleaned.

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Revised: