

## **JOB DESCRIPTION - (Green's Team Leader)**

### **Scope**

Accountable to the Board of Directors, the Greens Team Leader will serve as senior person responsible for managing the greens including maintaining:

- two healthy playable bowling greens,
- related equipment, and
- grounds surrounding the greens including flower and planting areas.

### **Key Responsibilities and Duties**

1. Convene a team to prepare a maintenance plan for the greens and a long-term plan for updating the greens and capital equipment purchases.
2. Liaise with Club Director at Large (Bowling) to maintain communication with Board of Directors.
3. Monitor and evaluate greens operations on an ongoing basis.
4. Work with Treasurer to prepare and monitor a yearly budget; approve expenditures.
5. Negotiate, enforce and evaluate any agreements with outside firms assisting with greens maintenance; monitor and approve expenditures by such firms. Manage any major construction projects related to the greens or grounds.
6. Ensure that the greens are suitable for club and tournament play.
7. Prepare, for the President, an annual report to the Park Board on the condition of the greens and grounds.
8. Consult professional greens forms for assistance with problems.
9. Liaise with the Games team for any special preparation necessary for special tournaments.
10. Monitor and evaluate the conditions of the greens and ensure action is taken to maintain them in the best condition.
11. Assist with the recruitment and training of a Club member to assure future leadership in this position.

*Team checklist related to ensuring greens are suitable for club and tournament play and grounds surrounding the greens are:*

1. Monitor the greens for problem areas.
2. Clean and groom the greens and the ditches as needed.
3. Recruit volunteers to assist with greens maintenance tasks (e.g. ditches, crow holes, verge cutting).
4. On a weekly basis assign and post a list of rinks for use by varying groups (daily draws, house leagues, corporate events, tournaments), ensuring a rotation to even the wear.
5. Review the drainage and irrigation systems, and ensure winterization takes place at the end of the season and reestablishment takes place in the spring.

6. Organize volunteer work crews for routine and semi-annual maintenance of the greens and grounds.
7. Maintain the storage sheds in an orderly and safe condition.

*Team checklist related to equipment maintenance:*

1. Monitor function of machines; ensure that they are in good working order.
2. Service club machines as needed and maintain records of such service.
3. Review and update machine operating manuals.
4. Recommend the replacement of non-functioning machines or the purchase of new machines.
5. Arrange for the purchase of fuel oil.

*Team checklist related to gardens:*

1. Convene and chair a meeting of all members involved in gardening and flower growing and display to plan for season and allocate "plots".
2. Maintain the gardeners' shed in a safe and orderly condition.
3. Maintain the gardens, including plantings and weeding.

**Target Dates**

1. Greens ready for use when the bowling season opens.
2. Budget prepared by September.

**October 2019**