



SPORTS COORDINATOR

PRIMARY JOB PURPOSE

Manage the planning and coordination of sports events at the club. Liaise with various internal departments to arrange all the specifications and details of events. To review all sports facilities and equipment daily and ensure they are well maintained. To increase sports participation and awareness at Country Club by designing and maintaining junior sports programs.

KEY RESPONSIBILITIES

- Assist in Club's various sporting activities including but not limited to gym facilities, running, squash, tennis, padel, pickleball, croquet, bowls, and cycling (except for golf). Ensure that everyone is equipped with the necessary resources for their function.
- Assist in reviewing all communication before being sent to the various channels.
- Participate in and prepare for monthly sports meetings to develop our product offer and to track progress in events planned.
- Event Co Ordinating and Kids Entertainment.
- Book relevant venues with function coordinators as required.
- Facilitate classes that when needed.
- Conduct weekly stock take and sport equipment – use the sports stock sheets in place.
- Route checking for MTB trail and running trail. Clean, all sign up and report anything needed or not correct.
- Roles at functions – set up and breakdown of all sporting equipment at sport related events.
- club runs, marking routes, water points, activities at family fun days, set up and breakdown of lawn games and participation in games and children's activities.
- Plan and organize resources and staff for each event as required.
- Work with F&B Department and/or Grounds Dept in planning the event and providing feedback to the Assistant Sports Manager and Sports Manager.
- Submit a checklist of all required items, equipment and resources to the Assistant Sports Manager and Sports Manager.
- Assist with ensuring the billing for events is prepared, approved by the Sports Manager, and given to the Accounts department to bill.

- Allocate tasks to sports staff (Assistants and Interns) to ensure resources are available for the games.
- To conduct weekly inspections of all the sports facilities such as cricket nets/pitches, tennis/squash/padel/pickleball courts, running/cycling tracks, gyms, croquet and bowls lawns and buildings, as well as sports storerooms and cages
- Involvement in staff sporting events.
- Race pack collection for selected events.

PERSONAL ATTRIBUTES & SKILLS

- Strong Communication skills (Written and Verbal)
- Great social and interpersonal skills.
- Must be familiar with a wide range of sporting codes.
- Must be able to and willing to work with children.

MINIMUM / PREVIOUS EXPERIENCE

- 2 – 3 years of working experience within a sports environment.
- 4 – 5 years' experience in sporting events and coordination.
- 2 – 3 years of Club industry experience

QUALIFICATION

- Matric or equivalent.
- Tertiary qualification in Sports Marketing or Sports Management (preferred)
- Valid SA driver's license and own reliable transport.

PROPERTY

- Auckland Park & Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must submit their CV's to careers@ccj.co.za by no later the 20th June 2025.