

RIVERSIDE TENNIS CLUB COMMITTEE DUTY CARD	
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CLUB ROOM COORDINATOR

ROLE

The Club Room Coordinator is responsible for ensuring that the Riverside Club Rooms are maintained to meet the needs of club members and visitors.

DUTIES

- Organise rosters to ensure that the club rooms are clean and tidy;
- Purchase consumables and maintain adequate supplies of kitchen and bathroom items;
- Organising volunteers to assist with catering for club events;
- Raising club room issues and concerns for Committee action e.g. purchasing new items.