

VULTURES POSITION DESCRIPTION

POSITION TITLE:	Equipment Coordinator (Junior & Youth Football)
REPORTS TO:	Junior Football Director
DIRECT REPORTS:	Nil
DEPARTMENT:	Football

POSITION PURPOSE:

The primary role of the Equipment Coordinator is to maintain safe operation and longevity of Club equipment used by the Junior & Youth Football teams. The role generally encompasses the acquisition, management and protection of the equipment.

KEY RESPONSIBILITIES:

Prior to the season

1. Undertake a review of all Club equipment (including First Aid kits) related to the Junior & Youth Football teams and identify the equipment needs for the upcoming season.
2. Review all equipment from an operational and safety perspective. Repair equipment as required and dispose of equipment that is no longer usable.
3. Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the Board to purchase the equipment. Liaise with the Club Grants Manager to investigate if there are grants available to cover the cost of these purchases.
4. Develop and maintain an equipment register for all new equipment purchased.
5. Allocate Club equipment to appropriate Club Coaches & Team Managers, updating the equipment register to note who is responsible for each piece of Club equipment.
6. Liaise with equipment suppliers for purchases and maintenance.
7. Ensure those using Club equipment have been trained or qualified to do so.

During the season

1. Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition.
2. Ensure Club equipment not being used is stored in a manner conducive to its safe use and longevity.
3. Managing Junior Football storeroom organisation and cleanliness.
4. Ensure freezer in Junior Football storeroom is stored with ice needed for injuries.

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Post season

1. Collect all equipment to be stored during the off season (updating the equipment register).
2. Review and repair any equipment requiring attention.
3. Follow up equipment not returned as required.
4. Notify the Board of likely equipment requirements for the following year.

End of year hand over

Updating key documents

At the end of each year the Equipment Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

The Equipment Coordinator will also update the equipment register listing all the equipment the Club owns and where it is currently stored or who is in possession of equipment still in use.

The updated position description and equipment register must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Equipment Coordinator

An important responsibility of the outgoing Equipment Coordinator is to train, mentor and support the incoming Equipment Coordinator.

ESSENTIAL SKILLS & REQUIREMENTS:

- Hold, or ability to obtain, a current volunteer 'working with children' check (Blue Card).
- Well organised.
- Willing to follow up missing equipment.
- Strong understanding of the equipment needs of the Club.
- Good interpersonal skills.
- Trustworthy, responsible, and reliable.
- Ability to respond to queries in a prompt manner.

KEY RELATIONSHIPS:

- Junior Football Director.
- Coaches & Team Managers.
- Facilities Manager.

The estimated time commitment required as the Equipment Coordinator is 1 hour per week.