



## POSITION DESCRIPTION

### JOB TITLE:

Equipment Coordinator

### OBJECTIVE:

To ensure the all areas of the club have access to the correct equipment.

### RESPONSIBILITIES:

- Liaise with all team managers, and coaches to ensure their teams have adequate equipment for training & match days (excluding uniforms).
- Keep a register of equipment the club owns & who has hold of what items.
- Ensure all equipment is returned at seasons end.
- Ensure the equipment storage area is maintained in a safe, easily accessible and tidy manner.
- Liaise with the Treasurer for when equipment needs replacing or updating
- Ensuring equipment purchasing stays within budget

### RELATIONSHIPS:

- Reports to the President and Treasurer.
- Liaises with coaches, team managers & MiniRoos, Junior & Senior coordinators.

### ACCOUNTABILITY:

The Equipment Coordinator will report to the President, Treasurer and General Committee.

### ESSENTIAL SKILLS:

- Good organisation skills.
- Able to prioritise tasks.
- Passionate about the club and teams.
- Understanding of the rules and regulations of the competition.
- Understanding of the different needs of senior & junior football.