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| **POSITION DESCRIPTION – Equipment Coordinator** | |
| **Organisation:** |  |
| **Job Title:** | Equipment Coordinator of *(Association/Club name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Committee members of *(Association/Club name)*  President of *(Association/Club name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 5 to 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  To coordinate the loan and return of all *(Association/Club name)* equipment throughout the season | |
| **Knowledge/Skills**   * Excellent organisational skills * Positive, committed and enthusiastic attitude | |
| **Typical time commitment**   * *Approximately 5 hours per week throughout the year* * *Approximately 10 hours per week during registration period and pre-season (generally February to April), and during post-season preparations (September to October)* * *Saturday mornings through the winter season (May to September) may be required* | |
| **Responsibilities and Duties**   * Report required equipment for the upcoming season to the committee, and purchase equipment * Before the season begins, assemble equipment bags for each *(Association/Club name)* team (liaise with coach) * Be available to any team throughout the season for maintenance of equipment * At the end of each season collect all equipment bags from coaches on the day of their last game * Prepare an inventory of all equipment returned stating items; * Store all equipment at designated storage base * Prepare a written report for the President at the end of the season   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from requiring a Working With Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Association/Club name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association/Club name)* * Use one’s skills in a positive and engaging way   For further information regarding this position please contact *(Association/Club name) (Association/Club contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |