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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
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| **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*
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| **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
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| **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*** |