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Department of  
Local Government, Sport  
and Cultural Industries



PRINCIPAL PARTNER



GOLD  
INDUSTRY  
GROUP

## POSITION DESCRIPTION – Equipment Coordinator

<b>Organisation:</b>	
<b>Job Title:</b>	Equipment Coordinator of <i>(Association/Club name)</i>
<b>Position Type:</b>	Voluntary/Paid
<b>Reports to:</b>	Committee members of <i>(Association/Club name)</i> President of <i>(Association/Club name)</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	<i>Approximately 5 to 10 hours per week</i>

### 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

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#### 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*