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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 3hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  Coordinate the loan and return of all *(Association/Club name)* equipment throughout the season | |
| **Knowledge/Skills**   * Stock take recording * Effective communication and good interpersonal skills * Good organisational and recording keeping skills * Positive and enthusiastic attitude * Computer literacy | |
| **Typical time commitment**   * *Approximately 2 hours per week throughout the year* * *Approximately 10 hours per week during the 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 or replacement of equipment. * At the end of each season collect all equipment bags from coaches * Prepare an inventory of all equipment returned and note any replacements that are required * Store all equipment at the designated storage base * Prepare a written report for the President at the end of the season.   **ESSENTIAL**   * At all times ensure a Child Safe environment * Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy * Comply with the WA Working with Children Check (WWCC) Legislation which means:   + If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC   + If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required. * Promote and display the Associations/Clubs values and behaviours * Promote netball in a positive manner | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of a 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 your skills in a positive and engaging way. * Develop a greater understanding of sports management structures.   For further information regarding this position please contact *(Association/Club name and contact details)* | |

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| ***NWA-RES-28 Equipment Coordinator PD***  ***This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.***  ***Created: May 2023*** |