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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
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| **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.*
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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 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
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| **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*** |