



# Mount Colah Football Club

## Position Description – Equipment Officer

### JOB TITLE:

Equipment Officer

### OBJECTIVE:

To manage the purchase, handing out and return of club equipment.

### RESPONSIBILITIES:

- Submit a yearly equipment budget to the committee for approval.
- Arrange for the purchase of new equipment as needed.
- Forward invoices to Treasurer for payment.
- Distribute equipment at the beginning of the season.
- Receive equipment back at the end of the season.
- Maintain records of club equipment.
- Attend monthly committee meetings and provide a report if required.

### RELATIONSHIPS:

- The Equipment Officer reports to the club committee.
- Will have interactions with equipment suppliers, club committee members, age convenors, team managers and coaches.

### ACCOUNTABILITY:

- The Equipment Officer is accountable to the Club Committee.

The estimated time commitment required as the Equipment Officer varies throughout the year. 4-6 hours is needed at the beginning and end of each season when handing out and receiving returned equipment. Time commitment during the season is minimal.

### ESSENTIAL SKILLS:

- Good organisation skills.

### DESIRABLE SKILLS:

- Knowledge of soccer equipment.