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| **POSITION DESCRIPTION – Equipment Coordinator** |
| **Organisation:** |  Mandurah Netball Association |
| **Job Title:** | Equipment Coordinator of *Mandurah Netball Association* |
| **Position Type:** | Voluntary |
| **Reports to:** | Committee members of *Mandurah Netball Association*President of *Mandurah Netball Association* |
| **Currently filled by:** |  Jenny Cransberg |
| **Commencement date:** |  October 2017 |
| **End date:** | October 2018 |
| **Time Commitment:** | As required |
| **POSITION REQUIREMENTS** |
| **Purpose**To coordinate the loan and return of all *Mandurah Netball Association* apparel andequipment for the State Championships |
| **Knowledge/Skills*** Excellent organisational skills
* Ability to work unsupervised
* Positive, committed and enthusiastic attitude
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| **RESPONSIBILITIES AND DUTES** |

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| * Ascertain required equipment for the upcoming year and report to the committee
* Purchase necessary equipment for the coming year
* Prior to the commencement of training, assemble equipment bags for each

*Mandurah Netball Association* Coach (liaise with ADO)* Check each bag with the team coach who must acknowledge in writing the receipt of equipment
* Record and provide each team with an appropriate number of uniforms, and appropriate team equipment

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| * Be available to any team on any matters regarding the maintenance of equipment, in consultation with the ADO if necessary
* Coordinate and collect all equipment bags and Coaches uniforms, from Coaches on the first available playing date
* Coordinate the return of all cleaned uniforms and Team equipment to the Association from each Team Manager on the first available playing date
* Prepare an inventory of all equipment returned stating items;
	+ *In good order*
	+ *In need of repair*
	+ *Needs to be replaced*
* Store all equipment
* Prepare a written report at the end of the season, for the President
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| **ADDITIONAL INFORMATION** |
| **Required Checks:*** Working With Children Check
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| **The opportunity to:*** Work as part of team dedicated to the growth and development of

*Mandurah Netball Association** Meet and network with other volunteers and industry professionals
* Have input into the goals and objectives of *Mandurah Netball Association*
* Use one’s skills in a positive, engaging and challenging way
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| **Reimbursement of Out-­‐of-­‐Pocket Expenses**(subject to advance authorization and presentation of receipts)  |
| **For further information regarding this position please contact** ***Mandurah Netball Association******Email :*** ***mna@bigpond.net.au******Phone : 089581 5054*** ***Please note the Office is only attended Monday and Friday from 10am-2pm*** |
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