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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 |
| **ADDITIONAL INFORMATION** |
| **Required Checks:**   * Working With Children Check |
| **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 |
| **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***](mailto:mna@bigpond.net.au)  ***Phone : 089581 5054***  ***Please note the Office is only attended Monday and Friday from 10am-2pm*** |
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