



Drouin Dragons Soccer Club
Position Description – Equipment Coordinator

JOB TITLE:

Equipment Coordinator

OBJECTIVE:

The primary role of the Equipment Coordinator is to maintain safe operation and longevity of Club equipment. The role generally encompasses the acquisition, management and protection of Club equipment.

RESPONSIBILITIES:

Prior to the season

1. Undertake a review of all Club equipment and identify the equipment needs for the upcoming season.
2. Review all Club equipment from an operational and safety perspective.
3. Identify new equipment needs for the upcoming season
4. Allocate Club equipment to appropriate Teams
5. Ensure each team has their own set of equipment and clearly marked

During the season

1. Keep the Ball Sheds tidy during Training Nights
2. Monitor equipment throughout the year to ensure it remains in safe working condition.
3. Ensure Club equipment is stored in a manner conducive to its safe use and longevity.
4. Ensure Match Day Balls are available and correct pressure

Post season

1. Collect all equipment to be stored during the off season
2. Notify the Facilities Manager of the likely equipment requirements for the following year.

RELATIONSHIPS:

1. Reports to Facilities Manager
2. Liaises with Coaches and Technical Director

ESSENTIAL SKILLS:

1. Hold or willing to apply for a current volunteer “working with children” check
2. Well organised
3. Strong understanding of the equipment needs of the Club
4. Well informed of all Club activities

The estimated time commitment required as the Equipment Coordinator is up to 1 hour per week during the season. During the offseason, equipment needs to be audited, and order sent to the General Manager to purchase in January.

Equipment Coordinator also to receive:

1. DDSC Maroon Polo
2. DDSC Track Jacket
3. DDSC Beanie

This position is a Volunteer Role.