



EQUIPMENT COORDINATOR

The Equipment Coordinator supports our Junior, Men & Women’s programs by coordinating, managing and distributing equipment. We are seeking an organised individual with strong attention to detail. This position is year-round with a focus between January – June. A minimum of a 1-year commitment is required.

Primary Responsibilities:

- Manages and organises the equipment storage unit
- Coordinates volunteers to organise equipment for team distribution in March for the Spring League and September for the Men/Women League Season
- Manages distribution lists for teams and goalkeepers and provides equipment loan letters to all individuals
- Coordinates with High School field hockey teams to provide equipment and loan letters
- Organises equipment return at the end of Spring League
- Organises inventory of equipment unit
- Coordinates equipment exchanges during the Junior and Senior Seasons
- Provides stock information to support equipment purchases for club

Skill Requirements:

- Excellent organisational skills
- Comfortable with keeping spreadsheets and detailed counts
- Access to and proficiency with computer
- Some lifting of bags and tubs is required
- Occasional access to a car is required for distribution and movement of stock

Benefits:

- ✓ Perfect for someone looking to gain flexible work experience
- ✓ Work can be completed within your own schedule
- ✓ Support provided by the Club – this position is supported by the Jr Committee and training/help will be given for the role

Time Commitment: Approximately 40-50 hours -

- Main concentration of time will be January to June for our biggest program, Spring League (1500+ players).
- Womens League, Mens Leagues, and fall/winter Junior programs may require occasional time commitment
- Evening and weekend hours may be required for distribution and organisation
- Our storage unit is based at Hugo Ray Park. Distribution of equipment typically takes place at the storage unit or Rutledge Field
- Communication with coaches and teams is done primarily by via email
- May be required to occasionally attend Junior Committee meetings

KEY DATES

January	Equipment supplies are ordered for Spring League season
March	Equipment supplies are received from suppliers Equipment is organised by age group according to team numbers

	Arrange distribution of equipment to Spring League teams
April - May	Arrange equipment exchanges
June	Arrange collection of equipment from Spring League teams Follow up with teams who have not returned uniforms Debrief and evaluation of season
Summer	Full inventory of equipment storage unit
September	Distribution of Womens / Mens / Junior program equipment as required Distribution of equipment to High School field hockey teams
November	Collection of equipment from High School field hockey teams
Throughout year	Maintain equipment inventory sheet Distribute and replenish equipment at Rutledge / storage bins etc as required Respond to any equipment enquiries
APPLICATION DETAILS	
A stipend of \$1250 will be provided for this position.	Please send a short expression of interest including your name, contact details and reason for applying to Emma Gibbons at emma@wvfhc.com by Monday 4 February 2019