



Majura Football Club Position Description – Club Equipment Officer

JOB TITLE:

Equipment Officer (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as the Equipment Officer is a minimum of 3-4 hours per week around peak periods such as the start of season equipment preparation and football gear allocation to teams and end of season returns. Away from these times, it would decrease.

ROLE DESCRIPTION:

The Equipment Officer is primarily responsible for ensuring the club has the right football equipment to equip all club teams throughout the season. The Equipment Officer is also responsible for the tracking, upkeep, replacement and appropriate disposal of club football equipment.

RESPONSIBILITIES:

- Oversight and responsibility of club football equipment.
- Ensure teams are provided with playing and training kit at start of season.
- Ensure accurate recording of all uniforms to teams.
- Ensure all team playing and training kit are returned at the start of the season.
- Ensure appropriate club equipment and merchandise shop stock levels.
- Manage any equipment deficiencies and disposals.
- Oversee the club merchandise shop, including ensuring that the shop is open at appropriate times and appropriately staffed.
- Attend monthly club committee meetings.

RELATIONSHIPS:

- Reports to the President and the club Administrator.
- Works collaboratively with the club Administrator, committee and Treasurer to ensure necessary funds are available, equipment can be quoted and eventually purchased.
- Liaison with sporting suppliers for quotations/purchase as required.



ACCOUNTABILITY:

- It is the responsibility of the Equipment Officer to ensure that all club teams have the football equipment required for coaches to coach and to have the club equipment required to operate all allocated football games at Majura FC, and this has been recorded and signed for by either coach or manager.
- Oversight of club merchandise shop, including ensuring that the shop is open at appropriate times and appropriately staffed.

ESSENTIAL SKILLS:

- Self-starter.
- Good communication/interpersonal skills.
- Good coordination/organisational skills.
- Influencing and negotiation skills.
- Liaison skills.
- Microsoft Excel skills.

VOLUNTEER BENEFITS:

- Community club equipment supply/receipt coordination role.
- Enhances stakeholder engagement, issue and receipt and supply management skills.
- Enhances broader supplier liaison skills and problem solving.
- Enhances research skills.