



# Mountain Creek Netball Club

## Equipment Coordinator

Position Type:	Voluntary
Reports To:	MCNC Executive Committee
Position Length:	1 Year (From AGM to AGM – approx. September to September).
Availability:	Sign-on, grading days, Saturdays, and some evenings.
Certifications Needed:	Current Blue Card (working with children check).

## General Description / Responsibilities

Job Purpose:	To manage and maintain all equipment for MCNC teams throughout the season. This includes preparing and distributing team gear, checking in with coaches, and keeping storage areas tidy and organised.
Job Responsibilities:	<p>The responsibilities of the club Equipment Coordinator are:</p> <ul style="list-style-type: none"> <li>• To be well informed of all organisation activities.</li> <li>• Report to the Executive Committee regarding any new equipment that is required before/during the season.</li> <li>• To maintain the coaches kit bags and ball bags.</li> <li>• To maintain the storage unit, ensuring it remains clean and tidy for the duration of the season and off-season.</li> <li>• To liaise with coaches and managers to ensure all teams have necessary equipment.</li> </ul>
Specific Roles:	<ul style="list-style-type: none"> <li>• Prepare registration signage and distribute to committee-approved locations.</li> <li>• Prepare and maintain kit bags and balls for all teams.</li> <li>• Distribute equipment at the start of the season.</li> <li>• Collect, clean and store equipment at the end of the season.</li> <li>• Ensure each team has correct coloured bibs/patches for their division.</li> <li>• Keep storage unit clean and organised.</li> <li>• Liaise with coaches and managers to ensure teams have what they need.</li> <li>• Report any new or required equipment to the Executive Committee.</li> <li>• Help with other tasks when needed to support the committee.</li> <li>• Be available and responsive via email throughout the season.</li> <li>• Be available for all club events including sign-on day, grading days, all Saturdays, and Club Break Up.</li> <li>• Be available all day on BBQ day and photo day to assist committee.</li> </ul>
Equipment Coordinator Capabilities:	<p>The individual taking on Equipment Coordinator will require:</p> <ul style="list-style-type: none"> <li>• Proficient time management skills and the ability to work to a deadline.</li> <li>• Ability to function in a team environment with evenly distributed responsibilities.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Well-developed decision-making skills and be receptive to change.</li> <li>• Understand how to separate personal interest and association matters so to always act in the best interest of the organisation.</li> </ul>

	<ul style="list-style-type: none"><li>• Dedication and a good role model to the community and committee.</li></ul>
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