

## Abbotsford Juniors Football Club Position Description – Equipment Manager

### JOB TITLE:

Equipment Manager

### OBJECTIVE:

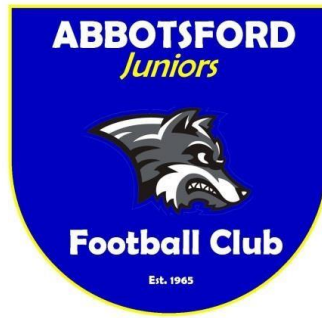
To manage the ordering, distribution, maintenance and return of club football equipment, playing kits and AJFC branded apparel.

### RESPONSIBILITIES:

- Responsible for ordering and maintenance of all club football equipment.
- Ensure club has adequate stock of playing gear (i.e. socks, shorts and jerseys) for the commencement of and throughout the season.
- Ensure club has adequate stock of training equipment (i.e. balls, bags, cones, bibs) for the commencement of and throughout the season.
- Ensure club has adequate stock of Match Day equipment (i.e. nets, corner flags, substitute benches, referee chairs) the commencement of and throughout the season.
- Allocation of team playing kits (i.e. socks, shorts and jerseys) to all teams at the commencement of the season.
- Allocation of training equipment kits (i.e. balls, bags, cones, bibs) to all teams at the commencement of the season.
- Ensure the return of all playing kits and training equipment kits at end of season.
- Ensure AJFC branded apparel is up to date and available on club shop.

### RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaises with Team Managers & Coaches, as required, to facilitate distribution and return of club playing kits and training equipment kits.
- Groundsman & Facilities Manager, as required, to ensure all training and Match Day equipment is maintained.
- Club gear supplier and other third party suppliers of football equipment.



#### **ACCOUNTABILITY:**

- Ensure that the club's Match Day and training football equipment is maintained and sufficiently stocked.
- Ensure that team playing kits are ordered, distributed and returned.
- Ensure sufficient stocks of AJFC branded apparel in place.
- Managing effective relationship with the club's gear supplier.

The estimated time commitment required as the Equipment Manager is up to 8 hours per week around peak periods such as the Registration & Team Formation period at the commencement of the season. Away from these times, it would decrease to be very minimal contact hours (max. 1 per week) throughout the season.

#### **ESSENTIAL SKILLS:**

- Consistently demonstrates alignment to the Club's Purpose and Values.
- Dedicated club person.
- Outgoing personality.
- Effective communicator.
- Enthusiasm and dedication.
- Good listening ability.
- Well organised.
- Passionate and dedicated to promoting the club to the wider community.