



COUNTRY UNITED FOOTBALL CLUB INC

10 Branscombe Rd,

Walkerston QLD 4751

Secretary@countryunited.org.au

Position Description – Equipment Officer

JOB TITLE:

Equipment Officer

OBJECTIVE:

To provide support to the Junior and Senior Registrars and club coaches to ensure the smooth running of junior and senior training by ensuring equipment is in working order and is accessible and plentiful.

RESPONSIBILITIES:

- Assist the Registrars and coaches with the training equipment.
- Undertake tasks at the request of the Management committee.
- Attend monthly club committee meetings when possible.
- Present any training equipment needs to the management committee.
- Ensure the training shed is kept clean and tidy and all equipment in working order.
- Ensure the washing and cleaning of training equipment.
- Club members are to make requests to the equipment officer before taking any equipment from the shed. You are to keep a record of any equipment that is taken from the shed and report to the management committee.

RELATIONSHIPS:

- Reports to the Registrars and Management committee.
- Liaises with coaches.

ACCOUNTABILITY:

- Equipment Officer is ultimately answerable to the management committee.
- Must seek ratification from the Management committee prior to committing the club to any financial expenditure or action.

ESSENTIAL SKILLS:

- Must have the ability to fix minor equipment repairs and be able to organise more complex equipment repairs.
- Must be able to keep the equipment shed organised and tidy.
- Must be able to liaise with the club registrar and coaches.
- Must be able to communicate with the management committee.

The estimated time commitment required as an Equipment Officer is up to 1 hour per week.