



JOB TITLE:	EQUIPMENT COORDINATOR	JOB CATEGORY:	VOLUNTEER
REPORTS TO:	Executive Committee		
POSITION TERM:	1 Year		
TIME COMMITMENT:	Click here to enter text.		
APPLICATION TYPE:	Nominate to AGM for vote		

JOB DESCRIPTION:

OBJECTIVE

- To maintain safe operation and longevity of Club equipment

RESPONSIBILITIES

- Ensure all equipment is of a high operational and safe standard. Repair any equipment as required and dispose of any equipment no longer usable
- Identify new equipment needs as required, obtain quotes and seek approval from the committee to purchase the equipment
- Update and maintain an equipment register
- Allocate equipment to appropriate members, updating the register to note who is now responsible for each piece of club equipment
- Ensure any required training is completed for use of any equipment
- At the end of the season, collect all equipment to be stored during the off season

KNOWLEDGE/SKILLS

- Well organised and willing to follow up on missing equipment
- Well informed of Club activities
- Can maintain confidentiality on relevant matters

PERSONAL ATTRIBUTES

- Able to work in an orderly manner
- Dedicated Club person who is ethical, honest, and trustworthy
- Abide by Club policies and procedures applicable to this role

OTHER

- Must have a Working with Children Card (Blue Card)
- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland

NOTES:	For further information regarding this position please contact rochedaleroversnc@gmail.com		
REVIEWED BY:	Sanet Tracy	DATE:	October 2, 2023
APPROVED BY:	Sanet Tracy	DATE:	October 2, 2023
LAST UPDATED BY:	Sanet Tracy	DATE/TIME:	October 2, 2023

