



JOB DESCRIPTION

Equipment Coordinator

This person provides the coordinating link between members, the management committee and outside agencies in the provision of Donvale Netball Club uniforms.

Job Description

- Distribution of coaches equipment bag at the start of the season
- Ensuring all coaches are well equipped with balls, cones, chalk and first aid kit
- Ordering of additional equipment and first aid supplies from manufacturers
- Maintaining stock and ordering when required
- Collection of coaches equipment bag at the end of the season

Knowledge and Skills Required

Ideally the person is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Hold or apply for a working with children check

Estimated Time Commitment Required

The estimated time commitment required as the Equipment Coordinator of Donvale Netball Club is 2-4 hours per week at training sessions initially so stock take of equipment is reviewed and sufficient equipment orders can be made prior to the season commencement where possible. Thereafter 1 hour a week for phone/email orders as requested.

The Equipment Coordinator is appointed for a 12 month period (until the AGM).