

Spencer Soccer Club, Inc.

Job Title: Director of Equipment	Job Grade: Volunteer
Area: Field and Equipment	Reports to: Vice President of Fields and Equipment
Revision Date: 5/31/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Equipment shall be responsible for monitoring, implementation, coordination, and communication of all playing equipment. The Director of Equipment is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Equipment has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Laws
- Maintain current knowledge of league rules, regulations, and policies relating to their area of responsibility
- Point of contact for re-ordering and liaison between vendor and coaches.
- Establish a communication protocol to distribute equipment to coaches
- Establish an ordering system for coaches to order new equipment to replace damaged or worn out equipment (ie. First Aid Kit)

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Fields and Equipment

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Fields and Equipment
- Track inventory and purchases balls, nets, cones, first aid kits, corner flags, line paint, sandbags, etc.
- Maintain an on-line inventory list of equipment the Spencer Soccer Board can view.

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.