



# POSITION DESCRIPTION

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**Position Title: Equipment Director**

Member of: SMHA Board of Directors

Term: 1 Year (appointed annually by SMHA Executive Committee)

Purpose /  
Summary: Oversees the inventory, distribution, maintenance and acquisition of  
equipment and jerseys for Stettler Minor Hockey Association (SMHA).

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## KEY RESPONSIBILITIES

- Manage the distribution, collection and proper storage of jerseys, first aid kits and coaching aids for the season.
- Regularly monitor and ensure adequate supply of pucks (and other equipment as needed).
- Maintain accurate inventory records for SMHA jerseys and equipment.
- Conduct annual inventory counts and coordinate cleaning, repairs and/or replacement requests as needed.
- Assign division lockers at start of season and coordinate locker clean-out at end of season.
- Provide lock codes for team storage to the appropriate team officials.
- Source suppliers, gather quotes and support quality, cost-effective equipment purchases with approval from the Board.
- Coordinate SMHA apparel orders for the association.
- Organize graduating player jersey orders, for both male and female programs.
- Work collaboratively with the Vice President, Development to recommend practice aids or development equipment needs to the Board.

## REQUIRED TIME COMMITMENT

- Time commitment is roughly 1 hour per week, with peak involvement typically at the beginning and end of the hockey season (September/October and March/April).
- Attend monthly SMHA Board meetings and provide updates related to equipment and inventory.

## QUALIFICATIONS & COMPETENCIES

- Strong organizational and communication skills.
- Basic computer proficiency, including email, Word and Excel.