



POSITION DESCRIPTION

Position Title:	Equipment Director
Accountable To:	President, VP Development
Term:	1 Year
Purpose/Summary:	Oversees the handling and inventory of equipment and jerseys for all of SMHA.

RESPONSIBILITIES

1. Attends all Board Meetings.
2. Takes direction from VP Development in requesting required coaching and practice aides.
3. Provides equipment price quotes to the Board
4. Is responsible for receiving Board approval for the purchase and maintenance of all equipment.
5. Is responsible for documentation relating to equipment allocation.
6. Is responsible for all equipment and jersey inventory.
7. Prepares budget requirements for equipment and obtains best pricing.
8. Arranges for handling, storage, repairing, cleaning, and seasonal inventory of equipment and jerseys.
9. Ensures that lock codes are handed out for team storage to the appropriate team officials.
10. Ensures that all equipment is returned to stock by April 30 of each season.
11. Ensures that lockers are assigned at the beginning of each season and are cleaned out at the end of each season.

REQUIRED TIME COMMITMENT

- Peak times for position are September and October as teams require jerseys, first aid kits and coaching aides. March and April at season's end to handle equipment and jerseys to be returned and inventoried.
- Attend all SMHA executive/ Board meetings once per month.

QUALIFICATIONS & COMPETENCIES

- Must have valid driver's license.
- Communication & Organizational skills.
- Computer skills (word, excel, power point).
- Willing to work hand in hand with others.