

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

POSITION DESCRIPTION

Approved: 24 July 2007

POSITION: Equipment Manager

REPORTING TO: Director – Administration

RESPONSIBLE FOR: The acquisition and maintenance of Association equipment and supplies including, team uniforms, pucks, puck shooting machines, goaltender equipment, practice cones and the ice surface dividers.

AUTHORITY: As defined by a decision of the Executive Committee or the Director, Administration.

DUTIES:

- Maintaining an inventory of all Association team uniforms;
- Obtaining locker keys from each coach at the end of the season;
- Completing a year-end inventory of all Association team uniforms and goaltender equipment;
- Informing the Director of uniforms which are no longer in inventory;
- Ordering a replacement stock of team uniforms and/or team socks;
- Ordering a supply of new pucks, practice equipment and goaltender equipment, if necessary;
- Ensuring that each coach is provided with a supply of pucks and practice equipment at the start of each season;
- Maintaining and repairing Association equipment, as required;
- Providing training to the users of the puck shooting machines, as required;
- Ensuring that Association storage lockers are maintained in a secure manner;
- Providing each coach with locker keys at the beginning of the season;
- Assigning a set of goaltender equipment to individual coaches, as requested.
- Year-end review of current position description to confirm accuracy

DESIREABLE SKILLS:

- Commitment to the Association Vision, Mission, Values and Operating Principles
- Ability to meet personal commitments and agreed-upon deadlines
- Working knowledge of Microsoft WORD and EXCEL
- Good communication skills

TIME COMMITMENT:

- Approximately one hour per month during June to August.
- Approximately ten hours per month during April and September
- Approximately two hours per month during the rest of the season
- These duties may be shared with an Assistant Equipment Manager