

**ONSLOW JUNIOR FOOTBALL CLUB
CLUB GEAR CO-ORDINATOR
JOB DESCRIPTION**



The gear co-ordinator is the person principally in charge of all of the Club's training and playing gear. This person works with the Committee to order new / replacement gear and co-ordinates with all grade co-ordinators to ensure that every team in the Club has adequate training and playing uniform and equipment.

The gear co-ordinator is directly responsible to the President of OJFC.

Duties include:

- Maintain an inventory of all gear that is currently in storage.
- Maintain an inventory of all gear that is currently in use by Club teams.
- Maintain a relationship with the Club's preferred provider of equipment and apparel.
- Have an understanding of the Club's gear that is likely to need replacing in the near / mid-term future.
- Make recommendations to the Committee on current / future gear needs.
- Liaise with grade co-ordinators so that all Club teams have an adequate supply of playing and training equipment.
- Be responsible for purchasing any equipment approved by the Committee.
- Dispose of all gear that is no longer fit for purpose in an appropriate manner.
- Deal with any other tasks associated with the Club's playing and training equipment.

Skills:

- Can communicate effectively.
- Is well organised.
- Has experience / skills in managing inventory.
- Has a good awareness of equipment beneficial to football teams.

Estimated Time Commitment Required:

- The estimated time commitment required as the gear co-ordinator of OJFC varies during the season – 10 hours per week in March / April / Sept / October, 2-3 hours per week all other months.

The gear co-ordinator is appointed for a 12 month period.