



Volunteer Job Description

Position Title:	Gear Coordinator
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Main Purpose of Role:	<p>The Gear Coordinator is the person principally in charge of all of the Club's training and playing gear.</p> <p>This person works with the Committee to order new/replacement gear and coordinates with Grade Coordinators to ensure that every team in the Club has adequate training and playing uniform and equipment.</p>
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Duties Include:	<p>Maintain an inventory of all gear that is currently held in storage</p> <p>Maintain an inventory of all gear that is currently in use by Club teams</p> <p>Maintain an inventory of all gear that is currently in use by PDP coaches</p> <p>Maintain a relationship with the Club's preferred provider of equipment and apparel</p> <p>Have an understanding of the Club's gear that is likely to need replacing in the near/mid-term future</p> <p>Make recommendations to the Committee on current/future gear needs</p>
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Liaise with Grade Coordinators to ensure all Club teams have an adequate supply of playing and training equipment

Purchase equipment as directed and approved by President, Club Captain, Club Vice Captain

Dispose of any gear (in an appropriate manner), that is no longer fit for purpose

Attributes Required:

Well organised with good communication skills

Has experience/skills in managing inventory

Has a good awareness of equipment beneficial to football teams

Time Commitment:

5-7 hours/week March, April

5 hours/week September

2-4 hours/week October

1-2 hours/week January, February, May, June, July, August, November, December

Committee Role (Y/N):

Yes

Delegated Financial Authority:

TBC

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>\$n needs approval from President or Captain/Vice Captain

Length of appointment:

reviewed 12 monthly at AGM

Date of last review:

27/05/2025

Document version:

draft