



VANCOUVER ATHLETIC FC

Role Title: Equipment Manager  
Position Type: Volunteer Position  
Reports To: Director, Equipment, Club wear & Purchasing  
Approximate Hours: 40 hours per year  
Timings: Throughout the calendar year

## Role Detail

To provide support to / oversee the Equipment Coordinators which will include;

- Assistance with uniform drop off at end of season.
- Assistance with uniform collection at start of season.
- Working with the club administrator to ensure volunteers are in place for pick up and drop off days.

Management of all equipment and club wear following the VAFC purchasing process including;

- Ordering all new equipment and uniforms.
- Liaise with the clubs treasurer for all procurement.
- Receive and check all orders.
- Research and providing samples for any new equipment or uniform purchases.

Assist Equipment Coordinators where required.

Liaise with the Field Equipment Manager to ensure equipment is ordered if required and delivered to the appropriate collection point.