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

Role Detail

There are three positions available for this role:

- Douglass Park House Equipment Coordinator
- Grandview Equipment Coordinator
- VAFC Divisional Equipment Coordinator

To provide support to the Equipment Manager to ensure all uniforms are available and in good condition at the beginning of the season, this will include advising if new items need to be ordered or any items need to be replaced.

Placing orders for equipment, socks or uniforms needed to the Equipment Manager in charge of procurement. This will need to take place in May for delivery in Mid August. These items include socks for every player in your group – i.e. House league or divisional, additional uniforms if needed, disc cones, practice pinnies, practice soccer balls, game balls (for divisional players only), goalie gloves, ball pumps

Track inventory throughout the year ensuring that the items are accounted for and in useable condition including keeping an inventory of equipment and uniforms used by (Grandview house league, Douglas Park house league or VAFC Divisional).

Ensuring the clubs pinnies are in good condition, sewing any if required.

Assistance in the organization, implementation and delivery of all equipment and to all of the teams at the start of the season (This would usually take place towards the end of August for Divisional and early September for house leagues) making sure inventory lists are updated and the equipment is in good condition. This will include ;

- Working with the club administrator to ensure an appropriate number of volunteers are in place for both distribution day and a bin check.



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- Ensuring all the team bins are complete with a full set of uniforms, disc cones, pinnies, set of new socks, 1 game ball per team and ball bags which will have a mix of new and old balls (30% new).

Facilitate any uniform or equipment changes that are required by coaches/managers of teams during the month of September/early October. ie –a team may require larger/smaller sizes or additional uniforms for larger teams, replacing defective soccer balls etc.

Assistance in the collection of all items at the end of the season, working with the coaches to ensure all items on the check list are received and in good condition. This includes;

- Working with the Club Administrator to ensure the appropriate number of volunteers is in place for collection day.
- Ensuring each bin is returned and checked for all items, making sure all equipment is in good condition and uniforms are all clean.
- Update the inventory list , identifying any missing items.
- Placing an order for missing items through the procurement process and replenishing the bins where required.

Please note that once the season is fully underway – there should be very little work other than the occasional additional uniforms for added players throughout the season.