



VANCOUVER ATHLETIC FC

Role Title:	Equipment Distribution Volunteer
Position Type:	Volunteer Position
Reports To:	Director, Equipment, Club wear & Purchasing
Approximate Hours:	3 hours per year
Timings:	August and September
Number of Positions:	60

## Role Detail

To provide support to the Equipment Coordinator and Director of Equipment, Club Wear and Purchasing to ensure all uniforms and associated equipment are delivered to teams prior to the start of the season by completing the following;

- Working with the Equipment Coordinator to prepare the site for the arrival of team representatives.
- Attend the relevant site and check bins to 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).
- Distributing bins whilst on site to teams that arrive to collect ensuring each representative checks that all items are correct and ensure a signature is collected.
- Provide all lists and signatures to the Equipment Coordinator before leaving the site ensuring inventory lists are updated.
- Report any missing equipment to the Equipment Coordinator so that a replacement can be ordered.

This activity would usually take place towards the end of August for Divisional and early September for house leagues and requires approximately 60 volunteers to work in 3 hourly shifts.