



VANCOUVER ATHLETIC FC

Role Title:	First Aid Equipment Coordinator
Position Type:	Volunteer Position
Reports To:	Director, Equipment, Club wear & Purchasing
Approximate Hours:	20 hours per year
Timings:	April, July and August
Number of Positions:	2

Role Detail

To provide support to the Equipment Manager to ensure all First Aid kits 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.

At the end of the season each first aid kit will need to be removed from the team bins and checked against the inventory list for any items missing. Once checked each kit needs to be placed into a separate bin.

Prior to the season start the inventory list needs to be checked from the end of season check and replacement items need be ordered/purchased.

Upon delivery of replacement items, each kit needs to be replenished ensuring that the inventory is updated and the kit is ready for distribution.