

MISSION SOCCER CLUB

Equipment Manager

Job Description and Expectations

Purpose: The Equipment Manager of Mission Soccer Club (MSC) is responsible for the Procurement, organization, maintenance, collection and distribution of all soccer and soccer related equipment for the MSC organization.

Major responsibilities:

1. Equipment Budget

- Prepares and submits an equipment budget for consideration by the Executive Committee in advance of each season, based on an estimate of the equipment needs of MSC teams

2. Equipment Purchases

- Creates and administers quotes to suppliers
- Orders equipment on the basis of number of teams anticipated to be registered for next season and picks up equipment orders from suppliers
- Forwards invoices of all purchases to Treasurer and ensures all funds spent on soccer equipment are accounted for.

3. Storage and Inventory Control

- Maintains MSC storage facility at Mission Sports Park and is responsible for security
- Works with Treasurer to ensure that all equipment is properly insured
- ensures that all equipment, including jerseys, meets MSC equipment standards
- organizes and keeps track of all soccer equipment
- replaces and repairs missing or damaged equipment

4. Equipment Distribution and Return

- notifies Coaches/Managers of dates/times for equipment distribution and return
- keeps records of all incoming and outgoing equipment
- provides for the distribution and return of jerseys, balls, ball and bags to coaches of all teams each season
- supplies teams with additional equipment as needed during season

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Length of term: Two years

Meetings and time commitment:

- The board of directors meets monthly except December on the Fourth Monday of the month, 7:00 p.m. Meetings typically last 90-120 minutes.
- Participates in other meetings as required.

Expectations:

- Ensures all players/teams registered in MSC are treated fairly and equitably when it comes to equipment distribution.
- Provides updates to Executive Committee regarding program implementation,
- Participates on a standing committee of the board, and serve on ad-hoc committees as necessary,
- Helps communicate and promote the Club's objectives to the community, and
- Understands the policies and procedures of MSC.