



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Equipment Co-ordinator

ORGANISATION:	Newton Jaguars Netball club
POSITION TITLE:	Equipment Co-ordinator
POSITION TYPE:	Voluntary
RESPONSIBLE TO:	Club Committee
TERM OF OFFICE:	1 year / 2 years
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

To manage and maintain equipment required by NJNC to support the teams and players with what they require throughout the year. To issue and maintain kits to all coaches.

KNOWLEDGE / SKILLS

- Good people skills and interest in all aspects of NJNC
- Excellent communication skills written and verbally
- IT competency – familiar with basic operating systems, Microsoft office, Publishing software and social media platforms. Regular access to Computer and Phone.

RESPONSIBILITIES AND DUTIES

- Promote an active “BELIEVE IT – ACHIEVE IT” culture in NJNC
- Be well informed on NJNC activities
- Aware of the NJNC Constitution, By laws, Policies and Procedures relevant to the role
- Create list of equipment approved by the club for purchase.
- Create List of equipment provided to each coach at commencement of year. Ensure all equipment is in good condition and safe.
- Review equipment annually to ensure that all items are relevant and required. Recommend new equipment that will improve services provided.
- Review equipment suppliers in co-ordination with Treasurer, Sponsorship and Grants Co-ordinator re an equipment contract or agreement with a supplier.
- Maintain stock of regular equipment used as approved by the club.
- Keep informed of special grants that may be available from time to time.
- Create an equipment requisition form for coaches and team managers to request supplies
- Ensure Coaches bags are returned at end of season, check condition of equipment



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ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of the NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE