

Title: Equipment Coordinator

Reports to: Club Manager

Qualifications:

- Excellent communication skills
- Maintain communication with all board members.
- Follow through with all tasks
- Planning and organizational skills
- Basic Computer Skills including Word, and Excel
- Ability to hold others accountable with delegated tasks

Responsibilities:

- Uniforms:
 - Responsible for the accurate ordering of all NSC soccer uniforms.
 - Develop a system for capturing uniform orders at registration.
 - Maintain ongoing spreadsheet at each registration of uniforms ordered for players each season.
 - Responsible for accurate record keeping of uniforms and distribution to teams and coaches.
 - Schedule distribution dates for coaches to pick up initial ordered uniforms.
 - Order uniforms for players that register late. The coordinator should look into the feasibility of having parents order uniforms on-line directly from the supplier.
- Equipment:
 - Maintain an accurate inventory of all equipment.
 - Purchase equipment as approved by the board and within budget.
 - Monitor old equipment for replacement
 - Recreational goals need updating each year
 - Plan for nets to be installed
 - Responsible for ordering practice pennies, goals, nets, flags, etc.
- Team Equipment
 - Develop a supply list for teams, with accurate pricing possibly by age group and need
 - Create a team equipment package including balls, cones, and practice pennies
 - Plan for distribution to all coaches