



OAKVILLE GIRLS SOFTBALL ASSOCIATION ROLES AND RESPONSIBILITIES

EQUIPMENT MANAGER

Reports to: Director of Player Development

Position Overview:

Under the direction of the OGSA Director of Player Development, the Equipment Manager is responsible for the distribution and maintenance of the shared equipment assets of the OGSA house and select programs. The equipment manager is responsible for a bi-annual inventory and inspection of equipment once before equipment is distributed to coaches, and again upon its return to the OGSA. The Equipment Manager is responsible for maintaining the OGSA storage facility and identifying items that can be purged from the inventory on an annual basis. The Equipment Manager, in conjunction with the Director of Player Development is responsible for identifying the equipment needs for each season and ensuring orders are placed with suppliers in January and February in advance of the season launch. During the year, the Equipment Manager will be responsible for providing replacement equipment items to coaches when requested.

Key Responsibilities:

- Maintain an electronic inventory of OGSA equipment
- Provide an annual update on OGSA equipment assets for Board Reports
- Coordinate the distribution and return of OGSA equipment at the start and conclusion of each season
- Support the equipment needs of all OGSA clinics, gala days and tournaments through-out the year
- Identify items that need replacement and coordinate orders with equipment suppliers

Qualifications and Skills:

- Desire to work in a collaborative, team environment
- Experience with MS excel is an asset
- Excellent organizational skills, including the ability to manage requests for support
- Exemplary written, oral and interpersonal communication skills

Average Monthly Time Commitment:

- Approximately 1-2 hours per month Sept-March
- Approximately 4-8 hours per month March-August