

Contracted Position – Equipment Manager for Association of Port Coquitlam FC

Purpose of Equipment Manager

Responsible for arranging all aspects, and overseeing all uniform and training equipment needs for players and coaches. The position is a year round, part time job with slow times and busy times. Flexibility in time is important. Timelines to be developed with the successful applicant.

Job Duties and Tasks

Administrative

- Maintain a system to track uniforms requested and issued to each team
- Organize and Maintain an inventory of excess stock to facilitate sizing changes and player additions.
- Maintain an inventory of club wear items, and facilitate 2-3 clothing sales per year.
- Inventory and maintain a supply of training equipment such as cones, nets, pinnies, and corner flags.
- Facilitate provisions of coaches uniforms.

Communication

- Replying by Email or by phone within 24 to 48 hours to members
- Work with Treasurer, Club Administrator and Board Members as required.

Reports to Director of Facilities and/or VP Operations and works closely with Club Administrator.

Skills and Abilities

- Use a computer - Word, Excel and Registration system
- Ability to be organized and meet deadlines.
- Be flexible and work under pressure.
- Work independently and cooperatively as a team member.
- Project a professional image of the Club.

Submit resume / interest to info@pocosoccer.com by January 27th, 2023