

EQUIPMENT MANAGER

(Appointed Position)

Person is appointed into this position by the current voting board members.

Major Role: The Equipment Manager is responsible for the maintenance, preservation, and purchase of all equipment owned by the BBL YHA. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities:

- Organize and maintain an accurate inventory of all association equipment
 - (jersey quantities, sizes, jersey #'s, condition, penny quantities, water bottle quantities, puck quantities and first aid kit quantities)
- Store all equipment properly during the off-season
- Purchase equipment (subject to Board approval) as required
- Distribute equipment to all levels at beginning of season and track
- Obtain quotes for new equipment, all new expenditures require board approval
- Collect all equipment at end of season, validate the equipment a jersey conditions
- Provide a season end inventory report and status on all equipment

Functional Areas

Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

Job Requirements:

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

Time Needed for Position: This is a 24-month position that requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.