

EQUIPMENT MANAGER		
Term:	1-year with opportunity for renewal	Paid Position: \$3,000
Re-Election Year:	Annually assessed	Voting Director: No
OVERSEES:	Manages all aspects related to equipment dissemination, collection and maintenance	

Metro Minor Ball Hockey Association is looking for someone to manage this year's equipment management cycle.

We are looking for someone who has or is looking to develop the following skills and experience.

Skills and Experience

Must Haves:

- Excellent digital and manual organizational skills
- Ability to carry hockey equipment bags and bins
- Ability to climb ladders and access shelves at various heights
- Ability to problem solve, learn and deliver high quality results with minimal guidance

Nice to Have:

- Experience in logistics planning, and tracking and reporting procedures concerning physical items
- Negotiation and conflict resolution
- Previous volunteer experience with Metro Minor and/or any other sports association or related work

Description of Duties

- Inventory and maintenance of team jerseys, equipment and ball hockey related gear (bags, coaching tools, first aid kits, etc.)
- Delegation of team jerseys and equipment
- Purchase and receive equipment approved by the MMBHA Board of Directors
- Maintain an accurate inventory of all MMBHA equipment and assets
- Maintain an effective storage system to assure neatness and ease of use of all MMBHA equipment
- Responsible for maintenance and repair of all equipment
- Ensure that all equipment borrowed is signed out and properly recorded including acceptance of a deposit
- Ensure that equipment not returned and which has impact on the status of a "member in good standing", is brought to the attention of the MMBHA Executive Committee
- Ensure surplus equipment is disposed of with the approval of the MMBHA Executive Committee

- Provide recommendations and advice to the MMBHA Executive Committee on any issue concerning equipment
- Update and document equipment management practices for training and corporate memory purposes