

CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



Position: Director of Equipment

Purpose: The Director of Equipment is responsible for ordering, allocating, and distributing all club equipment for Development, Accelerated, Summer Camp, Academy, and Futsal programs.

Duties and Responsibilities

General

- Working with the Executive, Administrator, Coaches, Managers and Technical Director, determine the equipment requirements for each CRYSA program.
- Working with approved vendors, order required equipment for each CRYSA program.
- Working with the Administrator, Division Managers, Coaches/Managers, distribute equipment and provide instruction on the distribution, care and maintenance of equipment.
- Ensure all equipment that is distributed is returned to the Director of Equipment at the end of each program.
- Maintain an inventory of CRYSA equipment in an organized fashion in the clubhouse facility.
- Participate in the CRYSA budget process by identifying equipment costs for each program.
- Attend scheduled CRYSA Board of Director meetings.
- If there is a conflict involving the Director the problem will be referred to the Executive of CRYSA. The Director will abide by the decision of the Executive.

Knowledge and Skills

- Have a basic understanding of CRYSA's constitution and operations.
- Demonstrable ability to effectively work with CRYSA representatives, coaches/managers, parents, players, and vendors.
- Attention to detail and ability to organize.

Commitment

Commitment 6-8 hours per month