



Paris Soccer Club Equipment Manager

Role

Manage the equipment room and all of the supplies for the teams with PSC.

Help the association to

- Operate PSC's equipment room to ensure that this storage facility is kept clean, organized and secure. Ensure that inventory is up to date and to be available to teams to acquire and return their jerseys and soccer equipment at end of the season.

Time commitment

- One to two year term
- On average, 3-6 hours per week

Responsibilities

- Review the facility to ensure that it is kept clean, safe and organized
- Support the hiring of volunteers and staff to run the equipment room
- Discuss supplies orders with PSC purchaser
- Review inventory to be sure that product is in good standing order and discard unsafe equipment
- Make repairs to equipment
- Assist PSC with handing out supplies to teams and with retrieving post season
- Open up equipment room at beginning of season and close down facility at end of season.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with all PSC stakeholders*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

Requirements & qualifications

- Inventory experience
- Administrative experience
- Organizational skills

Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

Key contacts

- Paris Soccer Club President
- Paris Soccer Club Purchaser
- Paris Soccer Club Clubhouse Convenor
- Paris Soccer Club Coaching Director / Coaches

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- PSC access to Executive members section of website

Agreement

"We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for _____. (Length of time)

I am accountable to _____ for my work within this position.

 Volunteer signature

 Date

"In turn, the club commits to supporting

_____ in his/her volunteer work.

 Coordinator of Volunteers

 Date

Intake checklist

- volunteer information form updated
- position description reviewed and signed
 - copy to file
 - copy to volunteer
- volunteer information added to Paris Soccer Club volunteer contact list

Follow-up

- at one year
 Date: _____

To apply to any Paris Soccer Club volunteer position, please contact:

Paris Soccer Club's –
 Volunteer Coordinator:

admin@parissoccer.ca

Visit us at:

www.parissoccer.ca