

# 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.

### **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