



# Balgownie Junior Football Club

## Job description for: GEAR STEWARD

### OVERVIEW:

To ensure the proper distribution, cataloguing and subsequent return of all Club equipment. Sourcing and ordering of any new equipment. Assist with maintenance of all existing equipment.

### RESPONSIBILITIES:

- Have charge of all Club equipment and shall arrange safe storage.
- Shall issue relevant equipment to all Coaches/Managers.
- Shall maintain a record of equipment on hand and on issue and submit an inventory of equipment issued, by round 4 of the competition.
- Shall report regularly on the condition and quality of Club equipment.
- Maintain existing equipment where safe and practicable to do so.
- Shall replace old equipment when necessary and financially able.
- Liaise with all coaches and managers regarding the collection and return of all equipment at the end of the season.

### RELATIONSHIPS:

- Reports to the President, Secretary and Committee.
- Liaises with the coaches and team managers.

### ACCOUNTABILITY:

The Gear Steward will report to the President, Secretary, General Committee of the club and Registrar(s).

### COMMITMENT LEVEL:

The estimated time commitment required as the Gear Steward is up to 2 hours per week with an increase in hours at the beginning and end of the season.

### ESSENTIAL SKILLS:

- Good organisation skills.
- Good record-keeping skills.
- Able to prioritise tasks.