

Job Description: AVCSS Equipment Coordinator

Equipment Coordinator: Responsible for accountability and care of all basketball equipment owned by the AVCSS Basketball Club (AVCSS).

Required duties for the Position of Equipment Coordinator:

1. Submit recommendations for equipment purchases to the AVCSS board.
2. Purchase any and all Equipment in a timely manner.
3. Secure the best possible deals/pricing on Equipment while maintaining quality standards.
4. Uniforms: Ensure that all teams are outfitted properly and in a timely manner.
5. Issue equipment to team coaches or their representative at the beginning of each season.
6. Collect all equipment at the conclusion of each season.
7. Maintain an accurate inventory of all AVCSS equipment.
8. File to and report and accurate inventory of equipment to the AVCSS board:
 - a) Prior to the beginning of each season.
 - b) At the conclusion of each season.
 - c) Changes and expenditures to the account will be reported to the board at each board meeting.

I have read and understand the required duties of the AVCSS Equipment Coordinator as described above.

I accept this position and will perform the required duties to the best of my ability, and always in the best interest of AVCSS.

(Signature)

(Date)

(Club Administrator Signature)

(Date)