

**Job Title:**

Equipment Coordinator, reporting to the Venue Manager.

**Purpose:**

Coordinate the availability of club supplied equipment at the club's venues for the day to day playing of pickleball.

**Time requirements:**

- Length of the assignment is 2 years
- 1-2 hours required per month.
- 10 hours in spring and fall to switch over between outdoor and indoor play

**Roles and responsibilities:**

Using a Team approach, lead the team to:

Year round:

1. Maintain an up to date list of the club's equipment assigned to the different venues.
2. Procure equipment and consumable items (e.g. balls, nets, icepacks), as approved by board.
3. Respond to equipment issues and requests from Venue Coordinators

Springtime:

4. Coordinate use of Winter and Summer storage rooms at Alpine Courts with City of St Albert.
5. Communicate locking instructions for storage rooms, including Code to captains and other authorized people
6. Organize set up of equipment box for play at Larose Court, check net set-up for height.
7. Stock the Larose box, including the captain's box and the paddle box
8. Check net setup at Alpine for height, post Paddle boxes
9. Move alpine equipment from winter storage to Summer storage room, including brooms, leaf blower with charger, folder box for captains, etc.
10. Collect equipment and boxes from each indoor venue and store in Summer storage room, as directed by Venue Manager
11. Install windsocks at Alpine and Larose courts

Fall:

12. Coordinate use of Winter and Summer storage rooms at Alpine Courts with City of St Albert.
13. Communicate locking instructions for storage rooms, including Code to captains and other authorized people like the Captain's binder Minder
14. Move storage box from Larose Courts and other outdoor equipment into Winter storage at Alpine courts
15. Move indoor play equipment and Captain boxes to indoor venues based on input from Venue Manager.

**Skills and qualifications:**

- No special skills required, some physical work moving equipment and boxes.
- Comfortable working in a team setting and inspiring the team.

**Training:**

- The current Equipment Coordinator will orient and train the new person for the job.