



Equipment Manager Position Description

Overview

The Equipment Manager, in cooperation with an apparel assistant, is responsible for storing and maintaining all RDMSC equipment and managing RDMSC team gear and clothing orders for members and coaches.

Responsibilities

- Store equipment boxes and meet equipment including starter and watches
- Clean and recondition equipment as needed
- Prepare equipment for RDMSC swim meets including: RDMSC meet, endurance swims, mini meet and officials training (as required). Preparation to include charging of starter and check/replace watch batteries
- Deliver, or coordinate the delivery of, relevant equipment to the appropriate facility
- Assist in meet set up including office equipment and lane equipment
- Work with the Apparel Assistant and refer to the Equipment Manager Actions and Milestones guide
- Maintain an accurate inventory of equipment and supplies and coordinate ordering
- Receive and distribute gear throughout season as required
- Ensure Equipment section of the website is accurate and up to date

Apparel Assistant

- Coordinate swimsuit sizing and orders at registration
- Design and order RDMSC member shirts and coach uniforms
- Order and maintain adequate inventory of RDMSC swim caps
- Distribute swimsuits, swim caps, team shirts and additional clothing to members and coaches
- Liaise with Registrar to ensure accurate information for suit, shirt and other clothing is included with registration

Term: 2 years