



ROLE	Junior Gear & Equipment Officer
Purpose	The Junior Gear & Equipment Officer looks after the condition and storage of junior club gear including boards, running and flags equipment, tents, buoys, tubes and junior lifeguard equipment.
Responsible to	Junior Activities Coordinator
Time Commitment	Approx 2 hours per week (may increase at times due to seasonal demand)
Responsibilities & Duties	<ul style="list-style-type: none">• Coordinate the correct assembly of gear and equipment for competition• Coordinate the maintenance and repair of gear and equipment• Responsible for the security and return of all gear and equipment• Maintain a record of gear and equipment issued to relevant sections• Supervise the relocation of gear and equipment to alternative venues• Conduct an audit of gear and equipment for end of financial year/asset register• Repair and replacement of new under the direction of the management committee• Determine gear and equipment needs in consultation with other key office holders, including the Club Captain, Chief Training Officer, First Aid Officer, IRB Officer, and Youth and Member Development Officer• Support development of grant submissions to seek funding for gear and equipment.
Knowledge & Skills Required	<ul style="list-style-type: none">• Basic knowledge of Workplace Health and Safety• Well organised, proactive• Ability to cope under stressful situations and meet deadlines• Candidates must also be the holder of a current Blue Card• Must be a financial member of the Club