



*Position Description*

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**JUNIOR ACTIVITIES EQUIPMENT OFFICER**

The Junior Activities Equipment Officer is responsible for the safe keeping, distribution, and maintenance of Junior Activities equipment

RESPONSIBLE TO: Junior Activities Chair (JAC)

RESPONSIBILITIES:

- Responsible for all the Junior Activities equipment
- Make sure all equipment is in good condition – Maintain and safely house equipment
- Coordinate the allocation of club equipment required for training and junior activities days in conjunction with the JA Program Coordinator
- Co-ordinate beach set-up for training/ activities
- Encourage junior members to respect the clubs gear and equipment at all times

KNOWLEDGE & SKILLS REQUIRED:

- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Understanding of club policies in relation to acquisition, maintenance and replacement of club equipment

SPECIAL REQUIREMENTS:

- Be a financial member
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian