

Appendix 3 (i)



Affiliated Club

JOB DESCRIPTION: EQUIPMENT OFFICER

JOB TITLE: Equipment Officer

PURPOSE: The equipment officer provides a vital role in co-ordination of the club kit purchases for volunteers and swimmers

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach).

SKILLS REQUIRED:

- Well-organised
- Good communicator, with verbal, written and IT skills.

MAIN DUTIES:

- 1) To provide a service for the swimmers/parents to purchase of official Club kit from the suppliers.
- 2) To communicate with the providers of the kit and swimmers/parents as well as report to Committee on a monthly basis
- 3) To provide a list of orders to the treasurer for payment checking
- 4) To receive orders and distribute to swimmers/parents.
- 5) To be available to take orders at regular intervals either in person or via e mail on equipment@ashtoncentral.co.uk

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____