



Sun City Peachtree Softball Club

Job Description

POSITION:	Equipment Coordinator
REPORTS TO:	Board Liaison as determined and assigned by the Board
TERM:	Appointed by Board to serve annually, calendar year January 1 through December 31.
JOB DUTIES:	<p>The responsibilities of the Equipment Coordinator shall include:</p> <ol style="list-style-type: none">1. Monitor the supplies and ensure there are adequate numbers of the following consumables:<ul style="list-style-type: none">• Softballs (men's and ladies) having the club-approved specifications.• Softball bats in a quantity and variety of sizes and weights as needed and specified by the Club.• Scorebooks for each league2. Ensure the following club-owned property is maintained and replaced as needed:<ul style="list-style-type: none">• Ball buckets• Ball bags and stands• Pitching screens• Pitching masks• Bases (including periodic cleaning)• Home strike plates (including refurbishing)3. Work with Sponsor Coordinator, League Coordinator, and Board to order new team jerseys as needed. Monitor usage, recommend replacements, colors, etc.4. Store and inspect jerseys during off-seasons and distribute to team managers when needed. Collect jerseys from team managers after conclusion of season.5. Work with Board to order new hats and visors as needed.6. Work with Umpire Coordinator to order new umpire shirts as needed.7. Test all club and personal bats for legality, record specifications and results, and mark as such.8. Store club game bats during winter off-season to prevent use when too cold.9. Work with Health and Safety Coordinator to ensure dugout first aid kits are properly stocked.10. Work with Grounds and Facilities Coordinator on projects involving club equipment and/or game play (AstroTurf, scoring plate, dugouts, etc.)

	11. Other duties as assigned and/or requested by the Board.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Current membership and good standing in the Softball Club2. Past administrative experience a plus3. Good organizational and communication skills4. Work well with others5. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus