Equipment Coordinator

Description:
The Equipment Coordinator is primarily responsible for organizing, distributing and collecting uniforms and equipment for the team. Working directly with the Local Program Coordinator (LPC) and as a part of the Local Program Management Team (LPMT), this position requires the ability to work effectively with many types of people and manage multiple priorities simultaneously. This is a volunteer position requiring excellent self-motivation skills and the ability to work independently and on a team. The Equipment Coordinator works under the supervision of the LPC.

Responsibilities:

• Store team uniforms and equipment in designated locations.

• Maintain current inventory of uniforms and equipment.

• Develop and implement a system for distributing and collecting uniforms and equipment as needed for practices, competitions, and events.

• Organize the laundering of uniforms after each chapter competition, or as needed (may be done by other volunteers).

• Maintain equipment in a clean, safe condition, and arrange for repairs when needed.

• Recommend purchases of new uniforms and equipment. Purchase can be made only with the approval of the LPC.

• Communicate as needed with coaches, financial coordinator, and LPC.

• Adhere to Special Olympics Idaho and Special Olympics International policies and procedures.

• Attend and participate in LPMT meetings.

• Assume other related responsibilities as assigned by the LPC.

Requirements:

• A commitment to the Special Olympics Idaho mission

• Knowledge of sports equipment and vendors.

• Excellent organizational skills.
• Experience working/volunteering with persons with disabilities
• Previous experience with Special Olympics desired
• Excellent time management skills and the ability to multi-task
• Must be practiced and enjoy working with a group of diverse personalities
• Must provide own transportation to Special Olympics events and meetings
• Must represent Special Olympics Idaho in a professional manner
• Complete and pass all Class A volunteer paperwork including background check

Timeline

• **Two weeks after Sport Season begins** check with each Head Coach to see if new uniforms for additional members are needed.

• **Three weeks before Regional Games** at the latest to order new uniforms.

• Uniforms are to be returned to the coaches **after State Games** unless the LPC outlines a separate procedure.

**Commitment Expected:**

This is a year-round volunteer position. The Equipment Coordinator must be available for communication via email and telephone and must be able to respond to communication in a timely manner. Hours will vary based on the time of year, but are flexible. A minimum 3-year commitment to the position is required. This is an at-will volunteer position. This position may be terminated at anytime by Special Olympics Idaho or the LPC without reason. To apply for this position, please email your resume and cover letter to the LPC overseeing the team with whom you wish to volunteer.