



**Moggill Football Club**  
**Position Description – Equipment Officer**

**JOB TITLE:**

Equipment Officer

**OBJECTIVE:**

To establish and maintain equipment inventory required for field set up on game day (goals, nets, pegs, corner flags etc)

**RESPONSIBILITIES:**

- Establish and maintain schedule of equipment
- Establish and maintain a clear storage system and communicate to all equipment users
- Provide clear instructions to coaches, managers and other volunteers on how to set up and set down equipment on game day
- Optimise life of equipment and minimise loss through misuse or neglect
- Monitor inventory of equipment and replenish any loss or damage
- Provide advice to committee on equipment procurement and procedures

**RELATIONSHIPS:**

- Reports to the President and General Committee.
- Liaise with GO coordinator
- Liaise with the volunteer network.

**ACCOUNTABILITY:**

- Accountable to ensure equipment is serviceable and conforming to FB rules for all junior and senior fixtures

**ESSENTIAL SKILLS:**

- Knowledge of the Football Brisbane / FFA / FIFA rules
- Dedicated club person, with ability to corral volunteers and encourage good practice when using equipment