

Job Description - Bellarine Dog Activities Group

Equipment and Grounds Coordinator (volunteer)

Reports To: The **Equipment and Grounds Coordinator** will report to the **Secretary**.

Job Overview: The Equipment and Grounds Coordinator (EGC) is a voluntary position responsible for ensuring the Club equipment and grounds (internal and external) are safe and effective for the operations of the club.

The EGC will ensure club equipment is maintained, used and stored effectively, and will undertake or arrange repairs, maintenance and replacement of equipment as needed and as endorsed by the Club Committee. The EGC will advise the Secretary and/or Committee of any safety, maintenance or use issues associated with club equipment and the licenced grounds, and will arrange for problems to be fixed. The position acts as an advisor on all equipment and grounds management issues and assists the Secretary and Committee with equipment budgets and potential equipment purchases. The role will assist in keeping track of all the equipment of the club and in recommending new equipment for purchase.

Responsibilities and Duties:

- Maintains the equipment register in collaboration with the Head Instructor and the Agility Instructor (a list of all the equipment owned by the club).
- Maintains a record of equipment that is loaned to members (i.e. used off-site).
- Regularly inspects equipment for wear and tear and damage, and to ensure it is safe for its intended purpose.
- Undertakes minor repairs and maintenance to equipment (e.g. keeping tyres inflated, greasing, oiling, minor painting, etc.) and recommends more significant repairs, maintenance and replacement to Secretary.
- Coordinates repairs and maintenance with engineers or mechanics, etc.
- Collaborates with instructors to determine their equipment needs and recommends the purchase of new/additional equipment to better support club functions.
- Manages the equipment budget and prepares a monthly budget report for Committee outlining expenditure on equipment and maintenance.
- Provides advice to Secretary/Committee on any issues to do with the use of the licenced training grounds area, and the facilities provided by the Showgrounds – for example faulty light globes, door assemblies, plumbing and electrical outlets.
- Provides advice to the Secretary/Committee on any safety issues associated with the use of the grounds.
- Purchases small tools and any supplies needed for the equipment in accordance with the equipment budget in accordance with club policy and the accounting system.
- Coordinates training sessions for new equipment with the operators as needed.
- Assists with set up of grounds and equipment when feasible and when in attendance for other reasons (e.g. door opening).
- Coordinates the safe annual show time relocation of equipment to storage facility, and its return.

Skills:

- Understanding of the purpose and function of the club.
- Understanding of the use of the training grounds and of club equipment, and safety issues associated with their use, movement and storage.
- Collaboration Skills.
- Decision Making.
- Coordination capability.