

**Job Title: Equipment Manager**

Wage: \$1,250.00 per season (paid after completion of the season)

General Summary:

The Equipment Manager oversees the maintenance of all athletic and sports equipment for the Idaho Inferno Soccer Club program and events. Their objective is to ensure enough equipment is provided to the soccer teams. The Equipment Manager is responsible for ensuring that all Inferno teams and guests have adequate equipment to play. The Equipment Manager also coordinates and maintains fields and facilities as appropriate and is responsible for creating purchase orders based on inventory needs.

Essential Job Functions may include, but are not limited to:

- Determine needs & generate purchase order recommendations, submitted to the Executive Board
- Research to find the best price on equipment needs to be prudent with club spending
- Establish, maintain, and reconcile equipment inventories; maintain accurate, running inventory at all times
- Report inventory numbers to the Executive Board immediately following each season
- Oversee the maintenance of all equipment & goals; maintain goals in working order
- Ensure that all equipment is maintained in a clean & serviceable condition
- Oversee equipment distribution & retrieval at the beginning/end of each season & on game
- Keep accurate records of all equipment distributed and returned
- Follow up with coaches immediately after each season to retrieve equipment not turned in
- Oversee and coordinate all game day equipment preparations
- Oversee and coordinate field setup for home games, including field markers, banners, corner flags, goals, etc...
- Perform other duties as may be assigned from time to time from the IISC Executive Board

Job Criteria:

- Excellent interpersonal, oral and written communication skills
- Excellent problem-solving and mediation skills
- Excellent planning and organizational skills; excellent time management skills & ability to multitask and prioritize work
- A positive attitude and ability to plan and adapt to change; must be reliable
- Ability to handle average-weight objects, up to 50 pounds
- Ability to stand and/or walk for extended periods of time
- Ability to provide direction to others and use sound judgment
- Work availability hours (average 7 hrs/week during the soccer season)
- Available to work evenings and weekends, as necessary
- Valid Idaho Driver's License
- Integrity when handling club assets
- Outstanding customer service skills
- Access to high-speed internet
- Ability to pass a background check
- Work environment might involve exposure to hazards or physical risks which require following basic safety precautions
- Work may involve moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises.