Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | www.aveleyfootballclub.com.au
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

PROPERTY COORDINATOR JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To manage all football equipment and assets purchased by the club.
- To provide support to the President and other committee members to ensure the efficient operation of the club.

Responsibilities

- Attend monthly committee meetings, provide input to relevant topics and present a Property report when required.
- Coordinate a stocktake of all assets and equipment at the beginning and the end of each season, ensuring results of stock-takes are documented.
- Identify any equipment/assets that are stolen/missing or broken/worn and report findings to the committee.
- Seek ratification from the committee to write off and/or order replacement stock.
- Maintain an accurate and updated asset register for all football equipment and assets purchased by the club.
- At the beginning of each season identify the quantity of equipment and jumpers, etc required for the season and coordinate with suppliers to purchase equipment.
- Ensure jumpers are in good quality, with no duplicate or missing jumper numbers and hand over to Coaches/Team Managers at the start of the season.
- Audit and refurbish "team bags" to ensure they all contain:
  - Support clothing. eg. Goal umpire coats, runner T-shirt.
  - First Aid Kit.
  - Match support materials such as Goal signalling flags, coaches team boards, umpire whistles, ball pump, etc.
- At the end of the season collect jumpers/team bags, tidy the club storeroom and ensure all equipment is packed away securely.
- Attend club social events – family nights, presentation days and fundraisers.
- Maintain confidentiality about club and committee matters.

Accountability

- The Property Coordinator is accountable to the President and general committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.

Date	Item
01 MAY 2018	**Drafted**
12 SEP 2018	**Adopted by Committee**
12 SEP 2019	**For Review**