



## **Equipment Manager**

**Job Description:** The Equipment Manager is responsible for all equipment and kit for rugby programming. They will report to the Director of Rugby and the Rugby Committee.

**Compensation:** \$400/month for 6 months (April - August / September 2024).

**Tasks include:**

- Purchasing training equipment through our suppliers
- Communicating and distributing equipment to teams with the help of Mini/Junior/Senior Coordinators
- Supporting the Marketing and Communications Director to design/develop/purchase/distribute new Jersey sets
- Work with the Club Membership Director and Rugby Coordinators and Managers to allocate kit to membership as covered in their fees for the 2024 season
- Work with the Clubhouse Manager to facilitate the purchase of equipment and tuck shop items regularly throughout the season
- Designing, implementing, and maintaining tidy storage and inventory systems in the clubhouse attic and outbuildings
- Coordinating mouthguard clinics for mini and junior training
- Work with the Fundraising and Sponsorship Director to organize rugby sales of old stock throughout the year as needed
- Make recommendations for equipment budget and seasonal operations for the next year

**Commitment:** The equipment manager typically spends 3-5 hours per week on average communicating via email, and 8-10 hours per month in person at the clubhouse managing inventory.

**Qualifications:**

- Passion for rugby and interest in learning about club operations
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- Ability to work quickly and efficiently as needs arise
- Initiative to work independently with minimal supervision, and self-motivation to oversee projects to completion
- Commitment to maintaining organized inventory
- Experience with club operations in the past is an asset
- Experience in purchasing/allocating also an asset

Please send applications to [communications@peterboroughrugby.com](mailto:communications@peterboroughrugby.com).