

APPENDIX 4.18

JOB DESCRIPTION - GEAR AND EQUIPMENT COORDINATOR

Responsible to: Director of Surf Sports

Functional relationships:

- Carnival Referee
- Support Services
- Emergency Services
- Sectional Referee

Responsibilities and Duties

- Coordinate the correct assembly of gear and equipment for competition
- Supervise the workforce involved in assisting with gear and equipment
- Coordinate the maintenance and repair of gear and equipment
- Responsible for the security and return of all gear and equipment
- Maintain a record of gear and equipment issued to relevant sections
- Supervise the relocation of gear and equipment to alternative venues
- Report to the Referee any loss or damage of gear and equipment during the competition
- At the conclusion of the competition ensure all gear and equipment is accounted for, cleaned and properly stored
- Provide a report including recommendations to the Referee or relevant SLSNSW authority on the conduct of the gear and equipment area
- Conduct an audit of gear and equipment for end of financial year/asset register
- Purchase or repair, replacement of new gear under the direction of the Director, Surf Sports or relevant SLSNSW authority

Knowledge and Skills Required

- Knowledge of Occupational Health and Safety issues
- Project management skills
- Ability to cope under stressful situations and meet deadlines
- Knowledge of Surf Sports Manual and course set-up and layout