



OAKVILLE GIRLS SOFTBALL ASSOCIATION

ROLES AND RESPONSIBILITIES

EQUIPMENT CONVENOR

Reports to: Director of Development

Position Overview:

Under the direction of the Director of Development, the Equipment Convenor will manage the seasonal procurement and distribution of all Equipment and Uniforms for House League and Select teams, clinics and workshops, facilitating the in-season organizing and distribution of equipment for all relevant OGSA special events, tournaments and outdoor programs.

Key Responsibilities:

- Manage OGSA Equipment & Uniforms budget for fiscal operating year
- Review existing equipment and make recommendations for replacement and/or repair
- Coordinate Uniforms for House League and Select divisions
- Collect vendor proposals, create equipment purchase proposal, present to Board for approval
- Validate and track equipment lending and disbursement
- Stock on-site Storage units at Trafalgar Park with clinic/training equipment
- Help manage the setup and equipment for opening, gala and tournament dates
- Distribute equipment to indoor training programs, clinics and workshop coaches
- Coordinate with Special Events Convenor to ensure all events are properly equipped

Qualifications & Skills:

- Basic accounting; operate a financial budget
- Organized and detail oriented
- Ability to work without supervision
- Physical labor involved; moving and lifting multiple items and up to 20 kg
- Access to a mini-van or SUV highly recommended
- Excellent interpersonal communication skills, ability to collaborate with other



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Intangibles:

- Consistently take a cooperative approach to distributing and collecting equipment
- Cordially assist coaches, and event organizers to procure equipment for OGSA events
- Willingness to repeat tasks ie setup/takedown, or moving items from point A to B, without dispute
- Demonstrate a capacity for identifying opportunities for process improvement and refinement
- Where necessary engage in an annual review of policies and operations to benefit the OGSA.

Time Requirement:

- This is a recurrent volunteer position that peaks only on certain days, whereby setting up an event or distributing equipment is a one-time occurrence without carry-over
- Peak in-season period setting-up Opening Day/ Closing Gala, 5-6 Select/Rep tournaments
- Peak off-season period is collecting outdoor equipment and distributing indoor equipment
- Min/Max peak hours is 1-3 hours per special event
- Requires some evenings, occasional weekends (early mornings/late evenings for tourneys)
- Must be accessible through email, social media, phone

Training Availability:

- One month transition apprenticeship period with outgoing member
- Cooperation and assistance from Director of Development and Special Events Convenor

⊙ *The Scheduling Convenor is strictly an OGSA supporting role under the Director of Development and is not considered an OGSA Board position. This role is exempt from Board meeting requirements and carries no voting conditions or privileges.*