



TECUMSEH SHORLINE MINOR HOCKEY ASSOCIATION

Contract Position:	Equipment Manager		
Stipend:	\$1000/year with Breakdown Paid quarterly	Breakdown: 15% holdback payable for delivery of Equipment Manager Manual	
Position Type:	Contract (renew annually)		
TSMHA Contact:	President	E-mail: president@tsmha.net	
Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors			
<p>Job Purpose:</p> <p>To manage the inventory of all TSMHA hockey equipment including, but not limited to player equipment such as sticks, goalie equipment, and jerseys.</p> <p>Duties:</p> <ul style="list-style-type: none"> • To act in the best interest of Tecumseh-Shoreline Minor Hockey Minor Hockey • Maintain an inventory list of all equipment including sizing • Maintain an inventory list of all jerseys (including sizing) for both House League and Travel programs • Identify shortages or replacements necessary in inventory and report to President for purchase approvals • Facilitate and coordinate all Team Apparel purchases by: <ul style="list-style-type: none"> ○ Collecting orders ○ Placing orders with TSMHA approved suppliers ○ Coordinate stitching process with TSMHA approved supplier ○ Distributing team orders • Work with approved vendors to acquire and purchase required equipment and jerseys as approved by the Board. • Provide support during Tryout process with respect to jerseys • Facilitate the distribution and collection of jerseys and equipment to and from House League and Travel teams • Must have Internet access and cell phone capabilities at own expense and the ability to make daily contact at TSMHA arena as required. • Must have alternate delegate in place in case of emergency contact or situation and provide mentorship training. • Contributes to team effort by accomplishing related results as needed. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Problem Solving, Supply Management, Inventory Control, Verbal Communication 			
Accepted By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	