

Seattle Canyoning Committee
Volunteer Job Description
Gear Manager

Purpose

The Gear Manager ensures that all committee gear inventory is accounted for and stored properly, checked regularly for damage, and loaned out in a controlled manner. The Gear Manager also purchases gear as approved by the committee and procures give-away gear to be used in committee-hosted events.

Term

October - September.

The Gear Manager is appointed by the Committee Chairperson. The Gear Manager is asked to commit to one year, and may remain in the role for up to 5 years. This is a voting position on the Seattle Canyoning Committee.

The Gear Manager is asked to notify the committee of their intent to stay in the position or vacate the position each August for the following year.

Commitment

- October - December (10-20 hours total)
 - Reconcile gear inventory (including inspection)
 - Procure donations
- January - March (5-10 hours total)
 - Ongoing gear check-out/check-in
- April - June (15-25 hours total)
 - Order summer gear
 - Receive & track new inventory
 - Train all leaders in check-out/check-in procedures
- July - September (5-10 hours total)
 - Ongoing gear check-out/check-in

Duties

- Maintain written inventory of committee gear
- Purchase gear as approved by the committee
- Procure gear donations from vendors to be used at committee-sponsored events

Responsibilities

- Establish and manage procedures for signing out gear, and returning
- Ensure gear is informally inspected regularly, and formally inspected & documented annually