



# ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

## Position Description

### Property Steward (General Position)

#### **Objectives**

- To manage the clubs football assets and maintain accurate counts of those assets

#### **Responsibilities**

- To ensure each team has the required resources and equipment to comply with all requirements for match and training activities.
- Purchasing of equipment assets to the Club's benefit.
- Documentation and distribution of club property.
- Completion of a pre and post season property stocktake.
- To monitor the safekeeping and upkeep of Club property.
- Coordinate with Registrar to ensure all distributed equipment returned at the completion of use is documented and inventory is reviewed.

#### **Relationships**

- Reports to the Club Executive
- Liaises with the Club Committee

#### **Accountability**

- Accountable to the Club Executive



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<http://www.endeavourhillsjfc.com.au/>  
<http://facebook.com/EHJFC>

