



EAST SYRACUSE-MINOA *Little League*



P.O. Box 153, East Syracuse, New York 13057 * Tax Exempt No. 107522

Job Description **Equipment Manager-Softball**

The league Equipment Manager-Softball is responsible for the security, replacement repair, monitoring, planning, accounting, control and inventory of all league equipment. In so doing, the Equipment Manager-Softball shall ensure compliance with league rules as well as decisions and directions of the league's Board of Directors.

Reports to: Vice President-Softball

Responsibilities include:

- Maintain accurate and up to date softball equipment inventories and records
- Ensure effective control, security and maintenance of all softball equipment
- Inspect all equipment at the start and completion of each season to ensure compliance with Little League International equipment requirements and remove equipment from inventory that is damaged or does not comply with regulations
- Coordinate repairs to softball equipment in an effective and timely fashion
- Ensure softball equipment is issued only to authorized users and is returned to stock at end of season.
- Provide Vice President-Softball with recommendations for purchases of new and replacement equipment