

replace with
LOGO

Colorado *Legacy Sports*

Volunteer Description
Inventory Controller

DESCRIPTION

This position is responsible for controlling uniforms, equipment, and supplies.

RESPONSIBILITIES

- Verify that each team each season has appropriate uniforms
- Order, deliver, collect and store uniforms
- Verify each team has appropriate equipment for the season
- Order equipment as needed
- Make sure the appropriate equipment is at practices and games
- Track Inventory

SUPERVISION

Reports to Athletic Director

OTHER FUNCTION STATEMENT

Essential and other important responsibilities and duties may include but are not limited to the following:

- Communicate with sports coordinators and athletic director
- Collect and store equipment for off season

QUALIFICATIONS NEEDED

- Knowledge of Excel
- Good communication skills
- Time commitment of 1-2 hours per week the weeks leading up to season and at the end of season