



Director of Facilities & Equipment - in 2024, this will only be an election for a 1-year term

Time Commitment: 5-10 hours per week – 12 months per year

The Director of Facilities & Equipment is accountable for NWR arena contracts, equipment, and scheduling.

This Director is responsible for:

- Maintenance of ice contracts,
- Approving monthly ice invoices,
- Maintaining relationships with arena operators,
- Communicating with the membership regarding issues with arenas,
- Overseeing and supporting the ice scheduling role(s),
- Overseeing all association equipment (this includes, but is not limited to, NWR game jerseys, practice equipment [pinnies, cones, rings], nets, shot clocks, and goalie equipment),
- Organization and control of the equipment room and storage at Triwood Arena, including all the equipment within it, and
- Purchasing of new equipment, as required.

The following key roles report to this position:

- Ice scheduler and assistant ice scheduler,
- Equipment coordinator (and assistant),
- Shot clock coordinator (as required throughout season), and
- Equipment procurement lead (as required throughout season).

Skills required for this position are:

- Must be comfortable with various software programs,
- Must be able to use Excel and be proficient with tables and data analysis,
- Must have good communication skills and respond promptly (within 24 hrs) to both member requests, and arena operators,
- Must have an attention to detail,
- Must understand basic contracts,
- Must be patient and respectful with members,
- Must maintain confidentiality, and
- Must have access to a computer with Microsoft Operating System.