

Job Description: Technical Manager

Role: Volunteer (Unpaid Committee Position)

Time: 3–4 hours a week (mostly pre-competition setup and occasional maintenance)

Reports to: Arena Manager / Club President

What is the goal?

To manage the club's physical gear and infrastructure, ensuring all track, field, and electronic equipment is safe, working, and complies with official athletic standards.

What will you do?

- **Manage all equipment maintenance:** Oversee the servicing, repair, testing, and replacement of all electronic, field, and canteen assets.
- **Handle asset documentation:** Maintain comprehensive records of equipment inventories, valuations, warranties, and insurance requirements.
- **Control storage security:** Supervise the access, opening, packing up, cleaning, and seasonal set-up of all equipment sheds.
- **Oversee event operations:** Ensure all gear is ready, charged, safe, and distributed for officials and volunteers on competition days.
- **Liaise with external parties:** Monitor the condition of Centre facilities and equipment, reporting maintenance issues and liaising with the City of Melville and external service providers where required.
- **Report to the executive:** Attend committee meetings, provide maintenance updates, and write the yearly equipment report.

What skills do you need?

- Handy with tools or basic mechanical/technical troubleshooting.
- Great organisational skills to manage club inventory.
- Basic knowledge of Little Athletics equipment rules or a willingness to learn.