



Equipment Manager Position Description



Equipment Manager

- Responsible for Little League Baseball Equipment inventory control, distribution, collection and storage of Little League equipment on Little League property.
- Pre-Season, Coordinates with Player agent for copies of team rosters
- Develop tracking system for distribution and return of equipment.
- Coordinates with Baseball Operations, Division Coordinators game schedule calendar to assign equipment pick up dates, location.
- Distributes prior to first practice, baseball equipment including first aid kits
- During the season replaces equipment including baseballs as needed
- Post Season Coordinates with Baseball Operations game schedules to set equipment drop off dates, location.
- Collects, takes inventory, and inspects all equipment for repairs and or replacement of equipment. Consults with Safety Officer as needed.
- Reports missing equipment and concerns to VP of Baseball Ops. Division Coordinators.
- Prepares report on inventory, condition of equipment. Creates a budget for the purchase of new Little League sanctioned baseball equipment as needed.
- Reports are submitted to the Board of Directors for approval to purchase new equipment at the November Board Meeting.