

The Equipment Manager is responsible for everything to do with all equipment for the WBS Knights hockey teams. Tasks include purchasing, inventory, maintenance, storage, and transportation of the hockey equipment. In this role you are expected to prepare both home and away locker rooms, prep referee locker room for home games and execute all laundry operations. Duties also include (but are not limited to) facility scheduling, operating heat presses and sewing machines, maintaining relationships with vendors, keeping up to date on current trends and products available, compliance with league rule changes regarding uniforms and equipment, and miscellaneous game day management.

Specific Functions/Activities Summary

- Tend to all necessary repairs of modifications as needed for player equipment or apparel and any requests by players during games/practice
- Oversee the inventory maintenance and management, developing and implementing best practices for equipment room policies and procedures
- Support the purchasing of new equipment and apparel for the team and players
- Responsible for packing and loading team jerseys and equipment for away games
- Responsible for washing and drying of all player apparel and equipment
- Responsible for jersey lettering/alteration as needed
- Analyze league rule changes relating to uniforms and equipment and formulate methodologies to ensure compliance

Qualifications

- Experience in sports equipment setting, including inventory control, and purchasing.
- Must be able to exercise judgment and manage projects with minimal supervision.
- Must have a working knowledge of computer programs.
- Knowledge of hockey and related hockey equipment
- Be able to travel on short notice & ability to work irregular hours, holidays, and weekends
- Extreme organizational skills with ability to act under pressure with tight deadlines
- Ability to maintain confidential information
- Excellent communication skills (written and verbal)
- Proficient in computer software

SPECIAL REQUIREMENTS OF THE JOB:

Travel as required with team schedule

Valid drivers' license

Ability to lift heavy objects

Interested candidates should send resume and references to info@wbs-usphl.com