

# Casual Equipment Manager ES Marks Athletics

Athletics NSW has the responsibility of managing the equipment hire at ES Marks Athletics Track at Centennial Park. Due to the demand from schools for the use of the equipment for athletics carnivals we are seeking to recruit a Casual Equipment Manager/s.

Reporting to the Workforce Manager, the role will have specific responsibilities and duties, which include the following:

## **Responsibilities & Duties:**

- Each Equipment Manager will have a key to the storage unit.
- Arrive at ES Marks one hour prior to carnival/booking start time unless otherwise agreed between Athletics NSW and hirer.
- Prepare equipment required as per hire request form.
- Assist hirer where practical to set up equipment.
- Return equipment to the correct storage areas at conclusion of the carnival.
- Complete the equipment checklist with a representative of the hirer.
- Secure storage areas.
- Report any items requiring repair.
- Report any extra items of equipment used at the carnival that was not on the equipment hiring list.

## **Conditions:**

- Appointments are on a casual basis.
- Athletics NSW will require a tax file number declaration or alternatively the person may invoice Athletics NSW providing his or her own ABN.
- A Working with Children Check is required.

## **Uniform:**

- You are to wear the Navy Official's shirt to all school carnivals which Athletics NSW will supply.



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## **Payment:**

- \$150 per carnival
- Payment will be made by electronic transfer to a nominated bank account on a fortnightly basis

## **We are looking for applicants who display the following skills:**

- A willingness to learn and/or knowledge of Athletics' track and field events.
- Ability to work effectively unsupervised.
- Display exceptional initiative, pride in work and venue presentation.
- The ability to prioritise tasks.
- Good communication skills.

## **Special Conditions:**

- Some heavy lifting required
- This position is only required during the school term and on a casual basis.
- It would suit a student, elite athlete or retiree as the hours of work is approximately 2 hours in the morning for set-up and then 2 hours in the afternoon to pack up.

**Closing Date:** Sunday 14<sup>th</sup> May 2023

**Apply To:** Mary Macaluso  
Workforce Manager  
[mary.macaluso@nswathletics.org.au](mailto:mary.macaluso@nswathletics.org.au)