

Shakopee Youth Baseball Association (SYBA)
Equipment Coordinator – Job Description
(Two-Year Term)

Position Summary:

The Equipment Coordinator is responsible for the procurement, distribution, maintenance, and inventory of all equipment necessary for SYBA programs and events. This position ensures that all fields and teams are properly equipped throughout the season and that equipment needs are proactively addressed to support a safe and positive experience for all participants.

Key Responsibilities:

Leadership & Governance

- Attend all Board meetings (at least once per month) to discuss, review, and vote on issues and concerns brought forth by the Board or other SYBA stakeholders.
- Participate as an active member on assigned Board committees, providing expertise and support as needed.
- Attend all informational meetings, including the Parent Meeting and Year-End Meeting.

Equipment Management

- Ensure all fields are adequately stocked and maintained with the appropriate equipment, including umpire gear, chalk, rakes, temporary mounds, and other necessary items.
- Coordinate with Travel and Community League Coordinators to ensure all team equipment bags are prepared and distributed at the start of the season, and collected and inventoried at the end of the season.
- Conduct regular inventory checks and maintain accurate records of all equipment.
- Make recommendations to the Board regarding equipment replacement and new purchases based on condition, usage, and program needs.

Event & Tournament Support

- Assist with the planning and execution of all SYBA-sponsored tournaments, ensuring all equipment is ready and available at the start of each event and properly stored at the conclusion.
- Respond to equipment-related questions and concerns from parents, coaches, and Board members throughout the season.

Stakeholder Engagement

- Serve as a resource for coaches, parents, and Board members regarding equipment needs, maintenance, and distribution.
- Foster positive relationships with vendors and suppliers to ensure timely procurement of quality equipment.

Qualifications:

- Experience in equipment management, inventory control, or operations preferred.
- Strong organizational, communication, and problem-solving skills.
- Ability to collaborate effectively as part of a volunteer Board.
- Commitment to the mission and values of SYBA.
- Attention to detail and ability to manage multiple priorities.