



**Job Title:** Equipment Room Inventory Specialist

**Department:** Operations

**Reports To:** Executive Director

**Works Actively With:** Vendors, Internal Staff, Volunteer Coaches, Parents, Student-Athletes.

**Status:** Fulltime, Exempt

**Benefits:** Employer provided Medical/Dental/Vision/Life, Employer Matching Simple IRA plan, Holiday & Sick Pay accruals (*After 90 days*) 2 weeks paid Vacation (*After 1 year*)

**Job Purpose:** To provide structured departmental leadership in the oversight and management of the Kidsports equipment room, including but not limited to: comprehensive inventory tracking, fulfillment of seasonal equipment and uniform purchasing obligations, and the direct management of associated permanent and/or seasonal staff.

**Primary Duties and Responsibilities:**

- Work closely with Finance Manager to adhere to yearly equipment/uniform budget approved by Board of Directors.
- Creation and management of a comprehensive inventory tracking method, process and calendar.
- Develop and manage an effective and efficient tracking strategy/process for equipment outflow and intake.
- Communicate regularly with internal staff (including Sports Managers) to understand seasonal equipment and uniform needs, and lead the development of equipment/uniform related time lines for each sport.
- Lead and oversee the seasonal procurement of needed equipment and uniforms.
- Proactive management of existing vendor relationships related to equipment and uniform procurement.
- Develop a consistent annual bidding cycle & process to uncover potential vendors and secure competitive pricing.
- Lead the execution of regular inventory counts and audits.
- Ensure all equipment storage areas on site are clean, organized and safe.

**Additional Duties and Responsibilities:**

- Open and close the equipment room daily.
- Incoming and Outgoing customer service functions (in person, telephone, or email)
- Maintain the accuracy and storage of office/operational files and orders.
- Provide leadership and assistance with the processing and notification of delinquent equipment client accounts.
- Perform repair and maintenance functions on various types of equipment and uniforms.
- Assist in the general housekeeping of the Equipment Room area.
- Communicate and manage Equipment Room staff in a consistently professional manner.
- Communicate, and delegate as necessary to other Equipment Room staff.
- Project and maintain a weekly/monthly/yearly calendar for all Equipment Room tasks.

**Knowledge, Skills, and Abilities:** Strong organizational skills, strong inter-personal communication skills, strong customer service skills. In-depth knowledge of inventory management/tracking, purchasing and order fulfillment best practices. Creative solution finding. Experience with managing vendor relationships and communicating timelines and expectations. Ability to train and manage staff members with limited experience. Ability to stand, occasionally climb, walk, bend and lift related items for moderate to extended periods in a warehouse setting. Strong computer skills are necessary (particularly Microsoft Excel, Word and Outlook).

**Qualifications:** High School diploma or GED required –college preferred. Inventory management background is required. Customer service experience is desirable. Graphic design (Photoshop, Illustrator, etc.) experience is desirable.

**Working Conditions/Schedule:** The standard workweek consists of 40 hours, Monday through Friday, 7:30am – 4:30pm. Occasional seasonal increases in activity can require weekend and/or extended evening or morning hours. This job is primarily in an enclosed warehouse setting, which requires some periods of standing, lifting or moving inventory, and any other physical tasks related to inventory. Occasional outdoor work may also be required.

**To Apply:** Please submit a Cover Letter along with a current Resume to [melissag@kidsports.org](mailto:melissag@kidsports.org) – or drop off in person at the KIDSPORTS office (2054 Amazon Parkway Eugene, OR 97405)