

Equipment / Facilities Coordinator Position Description

The duties of this position are as follows:

Equipment/Facilities Coordinator (Quartermaster)

- Supervise and assist the Troop Quartermaster in procuring camping equipment and supplies.
- Give guidance to and advise Troop Quartermaster on inventory, maintenance, purchase, and storage of Troop equipment.
- Make periodic safety and condition checks on all Troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Coordinate the Troop maintenance needs with the Church via the Chartered Organization Representative.
- Help Troop Quartermaster report the equipment inventory and status to the Committee at least once per year.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.