

Guildford Archery Club

: Job Description

JOB TITLE: Equipment Maintenance Officer

RESPONSIBLE TO: Armourer

SKILLS REQUIRED:

- Well organised
- Good communication skills
- Prepared to make occasional time commitment

General archery equipment repair skills
Arrow fletching/straightening/point replacement
String making – Not essential but useful.
Arrow (length) cutting - Not essential but useful.

MAIN DUTIES:

- 1) Maintenance of club archery equipment. Bows, arrows, bow sights, strings, tabs, braces etc. Making such repairs as required.
- 2) Liaise with beginners course coordinator, events organiser and armour, making sure equipment is at the required location for club use.
- 3) Keep record of club equipment and make suggestions on purchasing replacement or further equipment as deemed necessary.
- 4) Arrange and carry out an annual 'safe to use' check of club archery equipment jointly with Armourer and/or H&S officer.