



### **Equipment Manager**

The Equipment Manager is the person in charge of the equipment used by Plugged In. Their duties include maintenance, repair, inventory, storage, and cleaning of equipment. They are responsible for ensuring Plugged In has the proper equipment for the job, either on-site, or off-site.

- Equipment repair
- On-Call maintenance
- Work with Board Facilities Committee as needed

*Volunteer Term:* no minimum

*Average Weekly Commitment:* 1 hour (2-4 hours per week during weeks with events)

*Reports to:* Program Director