

Equipment Room Management Team

Type of Group: Service

Purpose:

The purpose of the Equipment Room Management Team is to ensure that all Mazama programs and activities have the necessary equipment to effectively operate.



Relation to Mazama Mission:

The core of the Mazama mission is to get people out into the mountains—both through activities and education. Gear is essential to this mission.

2021 Vision:

Historically, Mazama equipment has had decentralized management, with the bulk of the work being taken on by the Climbing Committee. The area in which our equipment is currently located is typically referred to as the Rope Room as ropes were the single largest item that we managed. However, over the last 15 years we have dramatically expanded our gear, including a large fleet of avalanche beacons, pickets, helmets, harnesses, crampons, ice tools, ice screws, and more. With more committees utilizing gear, now is the perfect time to create a team that is responsible for the management of Mazama Equipment.

This team would operate in two capacities:

1. Organization and management of the Equipment Room
2. Customer Service to the committee who utilize the equipment

Organization & Management:

The Equipment Room needs an overhaul. Current needs:

- Inventory: Need and inventory of everything that exists in the equipment room
 - Note: If there is a desire to switch to an online inventory management system, please check in with Mathew Brock, mathew@mazamas.org as he did a review of possible systems several years ago and could share his findings.
- Cleanup: get rid of ancient gear that has no useful purpose for Mazama programs (make sure to check-in with staff or relevant committee before deciding something isn't useful)
- Organization: Organize the gear in a logical way for check-in/check-out.

- Signs: Create signs for users of the Equipment Room so they are clear on the expectations for check-in/check-out.
 - How long can gear be checked out?
 - How is it checked out?
 - How is it checked in?
 - Where is equipment located?
- Communication: Create a basic communication plan on new procedures that can be sent out to users of the Equipment Room.

Customer Service

The Mazamas needs equipment in order to operate our classes and activities. We have a variety of committees who have specific equipment usage needs. The goal of this team is to have a holistic view of the organization's equipment needs and manage the resources accordingly.

1. Reach out to committees who have historically used the equipment room. Meet with a representative of the committee to talk through current needs and timing of those needs.
 - a. Education Committee
 - b. BCEP Subcommittee (ropes, pickets, wands, shovels, harnesses?)
 - c. AR Subcommittee (ropes)
 - d. ICS Subcommittee (ropes, pickets, wands, shovels, beacons)
 - e. Families & FM101 (ropes, kids harnesses, kid crampons, other?)
 - f. First Aid Subcommittee (typically responsible for helping maintain the large first aid kits for field sessions)
 - g. Backcountry Skiing Subcommittee (beacons, shovels, probes)
 - h. Steep Snow & Ice Subcommittee (ropes, ice tools, crampons, ice screws, other?)
 - i. Climbing Committee (ropes, pickets, wands, shovels, beacons, screws?, other?)
2. Build a needs spreadsheet detailing item needed, timeframe, and quantity
3. If needed, prepare a document detailing what we need to buy and when to serve our programs.

Works with (Staff Contact):

Volunteer & Committee Coordinator (once hired)

Team Roles:

To be defined

Team Annual Timeline:

To be defined

Team Dependencies:

To be defined

Roles & Responsibilities

- Maintain the Equipment Room
- Ensure all Activity & Education Teams have the Equipment needed to operate
- Ensure Equipment is maintained to high safety standards
- Ensure Equipment is being returned in a timely fashion
- Communicate regularly with interconnected committees/teams