

# PPC PICKLEBALL MACHINE COORDINATOR

## JOB DESCRIPTION

1. Receive emails from members who wish to book the machine.
2. Check their request against the list of members who have taken an orientation session on the machine.
3. Arrange to have someone unlock the trailer for both pick up and return of the balls and machine.
4. Check to make sure the machine is plugged in and working between bookings.
5. For those members who have not had orientation, arrange a time for them to do so. Items to be covered in orientation include:
  - a) Following safety procedures such as: Not standing in front of ball ejection opening; not inserting hands or foreign objects into the machine; not operating machine when wet; not putting wet balls in the machine
  - b) The use of eye protection is recommended.
  - c) How to use the machine (what settings are recommended for different feeds).
  - d) How to hook the machine up for recharging.
6. When necessary, put in a request to the Operations Chairperson to purchase more balls. (note: the ball machine will hold 125 balls at a time).