

Uniform Coordinator Job Description

The Uniform Coordinator is responsible for the Clubs uniform.

Reports to the Executive Committee

Responsibilities and Duties

- To coordinate the management the club's uniform inventories for player and supporter apparel to high standard.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club Responsibilities
- Construct and manage an inventory control system
- Undertake the responsible care of the inventory including security, stock counts and aged inventory
- Recommend reorder levels in a timely fashion (to take into consideration production lead times)
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide a report to the monthly Committee meeting

Essential Skills and Requirements

- Dedicated club person
- Ability to provide calculated opinion in group discussions
- Outgoing personality
- Effective communicator
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer "working with children" check
- Act in the best interest of the club at all times
- Attend all Committee members when required
- Undertake the role in good faith and honesty

Name: _____ Date: _____

Signature: _____

Name of President: _____

President Signature: _____