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| **POSITION DESCRIPTION – Uniform Coordinator** | |
| **Organisation:** |  |
| **Job Title:** | Uniform Coordinator *(Club name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Club President |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 5 to 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**   * To organise the uniforms for club members | |
| **Knowledge/Skills**   * Organised * Capable of using Microsoft Word and Excel | |
| **Typical time commitment**   * *Approximately 5 hours a week* * *More hours during Registration and Grading periods (generally February to May)* | |
| **Responsibilities and Duties**   * Attend registration/grading days to take new uniform orders * Liaise with uniform supplier as required * Liaise with Treasurer regarding uniform payments from members. * Distribute orders and issue and record receipts as proof of payment * Manage second hand clothing pool * Attend all general and committee meetings and keep Club President up to date on all details * Review uniform costs and pricing, in consultation with the committee on an annual basis * Complete annual stock take of uniforms   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Club name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Club name)* * Use one’s skills in a positive and engaging way * Develop a greater understanding of sports management structures   For further information regarding this position please contact *(Club name) (Club contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |