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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
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| **Knowledge/Skills*** Organised
* Capable of using Microsoft Word and Excel
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| **Typical time commitment*** *Approximately 5 hours a week*
* *More hours during Registration and Grading periods (generally February to May)*
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| **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
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| **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*** |