

INSERT  
OWN LOGO  
HERE



Department of  
Local Government, Sport  
and Cultural Industries



PRINCIPAL PARTNER



**GOLD  
INDUSTRY  
GROUP**

## POSITION DESCRIPTION – Uniform Coordinator

<b>Organisation:</b>	
<b>Job Title:</b>	Uniform Coordinator ( <i>Club name</i> )
<b>Position Type:</b>	Voluntary/Paid
<b>Reports to:</b>	Club President
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	<i>Approximately 5 to 10 hours per week</i>

### 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

INSERT  
OWN LOGO  
HERE



Department of  
Local Government, Sport  
and Cultural Industries



PRINCIPAL PARTNER



GOLD  
INDUSTRY  
GROUP

#### 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*