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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*** Stock take recording
* Effective communication and good interpersonal skills
* Good organisational and record keeping skills
* Positive and enthusiastic attitude
* Computer literacy
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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 the 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 stock takes as required

**ESSENTIAL*** At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC
	+ If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required.
* Promote and display the Associations/Clubs values and behaviours.
* Promote netball in a positive manner.
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a 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 your 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 and contact details)* |

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| ***NWA-RES-25 Club Uniform Coordinator PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |