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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**   * Stock take recording * Effective communication and good interpersonal skills * Good organisational and record keeping skills * Positive and enthusiastic attitude * Computer literacy | |
| **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 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. | |
| **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*** |