



Volunteer Position Description

Merchandise Coordinator

The Merchandise Coordinator is responsible for ensuring the successful management of all the on and off field club attire and merchandise. The sponsorship coordinator is responsible for the management and supply of player's jerseys and training shirts.

Responsible to

The Merchandise Coordinator is directly responsible to the President and the members of the club.

Responsibilities

- Maintain the online shop in TidyHq;
- Make available on through TidyHQ all merchandise for purchase, ensure all purchases are packed for collection for Thursday afternoons (school term time);
- Source suppliers for on field apparel socks, shorts and off field supporter's merchandise;
- Provide executive committee with formal quotes outlining each item, its cost including GST (no item is to be purchased without the consent of the executive committee);
- Pricing of items purchased from suppliers is set and maintained by the executive committee;
- Ensure adequate stock of merchandise is maintained;
- Maintain a regular stocktake of all items to present at the monthly general meeting;
- Complete a yearly stocktake and review in conjunction with TidyHQ stock levels, make corrections where necessary;
- Provide stocktake for treasurer for Audits purpose at the end of the season;
- Co-ordinate the arrangement of pick up/delivery of all merchandise items;

Initial Duties

- Obtain access to TidyHq Shop & Website
- Review correct merchandise stock levels and order where appropriate for upcoming season.