

MERCHANDISE COORDINATOR

REPORTS TO Committee & Club Secretary

INSERT
YOUR
CLUB LOGO

PURPOSE OF THE ROLE

The Merchandise Coordinator's main purpose is to ensure the effective management of the club's clothing/merchandise sales.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Strong communication and customer service skills
- Well organised, honest and trustworthy
- Flexible availability as they may need to be available during training nights, game days and events to manage sales
- Basic business and accounting skills

DUTIES AND RESPONSIBILITIES

Prior, during and post season the Merchandise Coordinator's duties may include but not be limited to:

- Prepare a report proposing a suitable range of apparel and merchandise for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of all apparel and merchandise items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all apparel (online or order forms)
- Ensure sufficient apparel and merchandise stocks are maintained to ensure orders are filled promptly
- Knowledge of the relevant league/state apparel guidelines and suppliers
- Maintain strong relationships with approved apparel suppliers

TIME COMMITMENT 1-3 hours per week or as requested.