



Vermont Vultures Basketball Club

Vermont Vultures Basketball Club – Role Description – Uniforms Coordinator

Updated 9/11/2020

Role: Uniforms Coordinator

Role classification: Voluntary

Exec Committee member: Via nomination

Committee member: Yes

Expected hours of work: 5-10 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Uniforms Coordinator at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of the Uniforms Coordinator is a key role within the Vermont Vultures. The key responsibilities of the Uniforms Coordinator are to manage the procurement and stock management of all clothing, apparel and merchandise sold by the club.

Role description

The uniforms Coordinator is supported by the Club Admin Officer and is required to perform the following duties:

1. Be the primary point of contact for all apparel, clothing and merchandise enquires
2. Ensure that all purchases throughout the year for apparel, clothing and merchandise have been paid for and outstanding funds collected
3. Be the initial point of contact for any issues or complaints from members concerning their apparel, clothing and merchandise.
4. Liaising with apparel, clothing and merchandise supplier as required
5. Allocate numbers for all new members to minimise chances of number clashes within teams and age groups
6. Organise uniform try-on sessions for members at registration each season, utilising other Committee members for assistance
7. Review the apparel, clothing and merchandise sold by the club in previous years, ensuring its suitability for the upcoming year
8. Provide the committee with the recommendations for all apparel, clothing and merchandise for the coming season
9. Work with the Club Treasurer to complete stocktakes as required to meeting financial obligations
10. Ensure the sales website is updated to reflect current apparel, clothing and merchandise information.
11. Coordinate with the Communications Manager for promotion and of club apparel, clothing and merchandise as required

Skills required

The successful applicant will possess:

- Can communicate effectively both with individuals, The Club Committee, and The Club members
- Enthusiastic and well organised.

Qualifications required

- Past experience in a similar role (paid or voluntary)
- Current Working with Children Check

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- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

Remuneration

This role is a voluntary position

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club Secretary secretary@vermontvultures.org.au