

Role Descriptor – Swimwear / Equipment Co-ordinator

Purpose

To co-ordinate the buying and selling of Club branded merchandise and poolside equipment.

Main Functions and Duties

- Custodian of Club merchandise
- Liaise with Committee / Coaches the requirements and budget allocation
- Liaise with the Digital Communications Officer, the promotion and sale of merchandise via the Club's media platforms
- Regularly review pricing and endeavour to negotiate favourable prices with suppliers without compromising quality
- Keep record of correspondence and invoices received from suppliers
- Organise payments to suppliers via the Club's bank account with approval from Treasurer / President
- Assist parents / guardians with sizing / general advice
- Showcase merchandise to parents / guardians at Blairgowrie Recreation Centre periodically
- Collate sales, keep track of payments to the Club's bank account and arrange delivery of orders
- Complete an annual stock take
- Attend committee meetings

Skills / Attributes

- Good organisation and communication skills
- Reliable and trustworthy
- Approachable and friendly
- Able to maintain confidentiality

Requirements

- Complete a self-declaration
- Sign and adhere to the Club's Volunteer Code of Conduct

Time Commitment

- Can vary dependant on size and nature of club

NB: This is not an exhaustive list and can be adapted by the club.