**MUDGEERABA REDBACKS JUNIOR RUGBY LEAGUE CLUB (MRJRL)**

**POSITION DESCRIPTION**

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| **UNIFORM AND MERCHANDISE COORDINATOR** |
| **Overview of Position** |
| The Uniform and Merchandise Coordinator is responsible for organising the ordering and distribution uniforms and club merchandise. |
| **Responsible To** |
| The Uniform and Merchandise Coordinator is directly responsible to the President and the club members. |
| **Responsibilities and Duties** |
| The duties of the Uniform and Merchandise Coordinator include:   * Organise uniform design options and seek club committee endorsement for chose design * Order training and game uniform by the end of October/early November for the season ahead * Liaise with Treasurer to confirm uniform and merchandise budget/costs * Coordinate volunteers for distribution of player uniform kits at the start of the season * Distribute team Jerseys at the beginning of the season with volunteer assistance * Pack away uniforms when they arrive from the supplier * Be the primary point of contact for all uniform and merchandise enquiries * Be the initial point of contact for any issues or complaints from members concerning their uniform and merchandise * Undertake regular stocktakes of merchandise * Collect team Jerseys and conduct a stock take of them at the end of the season with volunteer assistance * Undertake a stocktake of the remaining uniform and merchandise at the end of season (on or after 30 September of each year) * Update the President and management committee about uniform and merchandise stock and costs throughout the season as needed |
| **Knowledge and Skills Required** |
| Ideally the Uniform and Merchandise Coordinator is someone who:   * Can communicate effectively * Is organised * Can delegate tasks * Has initiative |
| **Time Commitment Required & Period of Appointment** |
| Hours for this position will vary as it will be busier at the beginning of the season and the end of the season. Approximately 10-15 hours to start off then it would go down to around 5-10 hours pending on the time of the season.  The Uniform and Merchandise Coordinator is appointed for a 1 year period. |