

Position: Uniform Coordinator Organisation: United Starz Netball Club

Position Summary:

The Uniform Coordinator at United Starz Netball Club is a crucial role responsible for managing the club's uniforms and merchandise. This role involves overseeing uniform orders, distribution, and ensuring that club members are well-equipped for training and matches. The Uniform Coordinator plays a pivotal role in maintaining the club's identity and ensuring a cohesive appearance for all teams.

Key Responsibilities:

1. Uniform Ordering and Inventory:

- Coordinate the ordering of club uniforms, ensuring that orders are placed in a timely manner to meet the needs of members.
- Maintain an accurate inventory of uniforms, accessories, and merchandise.

2. Uniform Distribution:

- Organize the efficient distribution of uniforms to club members, ensuring that all players are properly equipped for matches and training.
- Keep records of uniform allocations.

3. Size Management:

- Manage uniform sizing, ensuring that members receive uniforms that fit comfortably.
- Facilitate uniform exchanges or adjustments as needed.

4. Communication:

- Serve as the primary contact for members regarding uniform-related inquiries and issues.
- Keep members informed of uniform ordering deadlines and distribution schedules.

5. Merchandise Sales:

- Oversee the sale of club merchandise, such as team apparel, accessories, and promotional items.
- Maintain records of merchandise sales and inventory.

6. Quality Control:

- Inspect uniforms for quality and address any defects or issues with suppliers as necessary.
- Ensure that the club's uniform standards are consistently met.

7. Budget Management:

- Assist in budgeting for uniform expenses and merchandise sales, helping to maintain a balanced budget.

- Explore cost-effective options for uniform procurement.

Qualifications:

- Strong organizational and administrative skills.
- Excellent communication and customer service skills.
- Attention to detail and accuracy in inventory management.
- Familiarity with uniform procurement processes and quality standards.
- Commitment to maintaining the club's image and identity.

Time Commitment:

The Uniform Coordinator position is expected to require a moderate time commitment, particularly during uniform ordering and distribution periods. This role may involve several hours per week, with variations based on uniform-related activities. This is a volunteer position, and the term is typically 1 year, as determined by the club's constitution.

How to Apply:

Interested individuals should go to our social media pages and select the Forms link.

All nominees should attend USNC AGM to be voted in by the current committee.

Serving as the Uniform Coordinator for United Starz Netball Club is a unique opportunity to contribute to the club's professionalism, identity, and the well-equipped appearance of our members. If you have strong organizational skills and a commitment to maintaining the club's image, we encourage you to apply for this important position.