



# Burleigh Bears Junior Rugby League Club

## Position Description

<b>Position Title:</b>	Uniform CoOrdinator	<b>Category:</b>	General Committee
<b>Position Description</b>			
CoOrdinate with the members distributing uniforms and online orders.			
<b>Responsible To</b>			
Level 2 Sports Trainer/CoOrdinator is directly responsible to the President and the members of the club.			
<b>Responsibilities and Duties</b>			
<ul style="list-style-type: none"> <li>• CoOrdinating volunteers for distribution of player uniform kits at the start of the season</li> <li>• Distribution of Team Jerseys at the beginning of the season with volunteer assistance</li> <li>• Packing away uniforms when they arrive from the supplier</li> <li>• Be the primary point of contact for all uniform and merchandise enquiries</li> <li>• Be the initial point of contact for any issues or complaints from members concerning their uniform and merchandise</li> <li>• Undertake a stocktake once a week of our online stock to ensure levels are updated with our Social Media CoOrdinator</li> <li>• Collection of Team Jerseys and a stock take of them at the end of the season with volunteer assistance</li> <li>• Undertake a stocktake of the remaining uniform and merchandise at the end of season (on or after 1 October)</li> </ul>			
<b>Time Commitment Required &amp; Period of Appointment</b>			
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.			