

# **MAITLAND CITY SOFTBALL CLUB INC**

## **JOB DESCRIPTION FORM**

### **UNIFORM COORDINATOR**

The Uniform Coordinator is responsible for ordering uniforms and merchandise for the Maitland City Softball Club Inc.

#### **Responsible to:**

The Uniform Coordinator is directly responsible to the Director of Finance and the members of Maitland City Softball Club Inc.

#### **Responsibilities and Duties:**

The Uniform Coordinator should:

- Arrange quotes for supply of uniforms and merchandise and present to the committee for approval
- Ensure compliance with Association requirements in respect to uniforms and merchandise
- Work in conjunction with the Registrar to assess the number of uniforms required
- Order uniforms and merchandise as required
- Collect payment from members for uniforms and distribute uniforms
- Issue receipts to members detailing the date of purchase, amount paid and items purchased. Such receipts must be from the Club's receipt book, specifically allocated to the Uniform Officer
- Promptly bank any funds received for merchandise and uniforms and provide the Director of Finance with a copy of the deposit receipt and a breakdown of the banking
- Present (or liaise with the Director of Finance) a financial reconciliation report to the committee, in respect to the sale and supply of merchandise and uniforms at each committee meeting
- Prepare annual stocktake of any playing shirts and merchandise held in stock together with their approximate value
- Maintain updated list of playing shirt numbers of all members
- Promote our Club's Mission, Purpose and Values

#### **Knowledge and Skills Required:**

Ideally the Uniform Coordinator is someone who:

- Is well organised
- Is able to allocate regular time periods
- Is able to keep good records
- Is able to work in a logical and orderly manner
- Has access to a computer and internet