



# **JOB DESCRIPTION**

## **Uniform Coordinator**

This person provides the coordinating link between members, the management committee and outside agencies in the provision of Donvale Netball Club uniforms.

### **Job Description**

- Fit new players with uniforms
- Ordering club uniforms from manufacturers
- Maintaining stock and ordering when required
- Collection of monies & liaise with the Treasurer for EFT payments
- Preparation of accounts / issuing of receipts in receipt book mandatory
- All money to be forwarded to Treasurer
- Read, reply and file correspondence promptly
- Other tasks: respond to general duties as directed by the club committee.

### **Knowledge and Skills Required**

Ideally the person is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Hold or apply for a working with children check

### **Estimated Time Commitment Required**

The estimated time commitment required as the Uniform Coordinator of Donvale Netball Club is 2-4 hours per week at training sessions initially so orders can be made prior to the season commencement where possible. Thereafter 1 hour a week for phone/email orders as requested.

The Uniform Coordinator is appointed for a 12 month period (until the AGM).