Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

Merchandise Coordinator

The Merchandise Coordinator is responsible for ensuring the successful management of all the on and off fieldclub attire and merchandise. The sponsorship coordinator is responsible for the management and supply of player's jerseys and training shirts.

Responsible to

The Merchandise Coordinator is directly responsible to the President and the members of the club.

Responsibilities

- Maintain the online shop in TidyHq;
- Make available on TidyHQ all merchandise for purchase;
- Ensure all purchases are packed for collection for Thursday afternoons (school term time);
- Source suppliers for on field apparel socks, shorts and off field supporter's merchandise;
- Provide executive committee with formal quotes outlining each item, its cost including GST (no item is to be purchased without the consent of the executive committee);
- Complete the pickup/delivery of all merchandise items from suppliers;
- Pricing of items purchased from suppliers is set and maintained by the executive committee;
- Ensure adequate stock of merchandise is maintained;
- Complete a yearly stocktake and review in conjunction with TidyHQ stock levels, make corrections where necessary. This is to be completed at the end of the season to ensure correct numbers for the when the Treasurer has the clubs financial audit completed;

Initial Duties

- Review current merchandise stock levels and order where appropriate for upcoming season;
- Plan the annual pre-order sale of merchandise items.