



Mountain Creek Netball Club

Uniform Coordinator

Position Type:	Voluntary
Reports To:	MCNC Executive Committee
Position Length:	1 Year (From AGM to AGM – approx. September to September).
Position Hours:	Sign-on, grading days, Saturdays, and some evenings.
Certifications Needed:	Current Blue Card (working with children check).

General Description / Responsibilities

Job Purpose:	The role of the Uniforms Coordinator is to provide and distribute all uniforms to club personnel. The Uniforms Coordinator is primarily responsible for ordering new uniforms, ensuring club is fully stocked for the season, and researching further uniform endeavours for the club.
Job Responsibilities:	<p>The responsibilities of the club Uniforms Coordinator are:</p> <ul style="list-style-type: none"> • To be well informed of all organisation activities. • Have a good working knowledge of organisation's uniform standards, what are compulsory and optional items. • Must be available to sell uniforms of sign on days and grading days. • Liaise with committee regarding new uniform sources, endeavours or opportunities. • Liaise with Treasurer regarding invoices for all uniforms. • Liaise with uniform company to ensure all orders are received and distributed in alignment with the club calendar and events.
Specific Roles:	<ul style="list-style-type: none"> • Stocktake all club uniforms and remain up to date with stock levels throughout the season to determine when/if uniform orders are needed. • Liaise with club members before and during the season regarding any questions about or enquiries for uniforms. • Take orders for winter uniforms (such as jackets), determine the best time of season to place order for correct arrival time in the season. • Ensure all uniforms are ordered, priced and displayed for start of season events (e.g. sign on day and grading days). • Help with other tasks when needed to support the committee. • Be available and responsive via email throughout the season. • Be available for all club events including sign-on day, grading days, all Saturdays, and Club Break Up. • Be available all day on BBQ day and photo day to assist committee.
Uniforms Coordinator Capabilities:	<p>The individual taking on Uniforms Coordinator will require:</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills, including public speaking. • Ability to function in a team environment with evenly distributed responsibilities. • Well-developed understanding of how to use a cash float and the square card device machine for making payments.

	<ul style="list-style-type: none"> • Superior time management and organisational skills and ability to meet deadlines. • Well-developed decision-making skills and be receptive to change. • Understand how to separate personal interest and association matters so to always act in the best interest of the organisation. • Dedication and a good role model to the community and committee. • Where possible, uniforms are ideally kept at your home for the beginning of the season, must be open to club personnel coming to your home to pick up/try on uniforms at season commencement.
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