



Uniform and Merchandise Coordinator Forrestfield Football Club

Title	Uniform and Merchandise Coordinator
Division	General Committee
Reports To	Treasurer
Salary Details	Nil - Volunteer Position within club

The Role

To provide support to the Forrestfield Football Club (FFC) Executive and Committee members to ensure the efficient management of Club uniform and merchandise sales whilst providing a range of reasonable priced merchandise that will provide members and supporters with suitable attire to reflect professionally on the Club.

Responsibilities	<ol style="list-style-type: none"> 1. Prepare a report proposing a suitable range of merchandise for sale for consideration by the Committee at the commencement of the season 2. Arrange the wide promotion of merchandise items to members, supporters and the community 3. Ensure sufficient merchandise stocks are maintained to ensure orders are filled promptly 4. Maintain strong relationships with approved suppliers of merchandise lines 5. Organise online ordering for FFC members 6. Maintain FFC online store 7. Organise weekly pickup times during pre-season and season for online orders by members 8. Contribute and guide a positive behavioural culture within the FFC
Hours	<ol style="list-style-type: none"> 1. Approx 1-4 hours per week
Availability	<ol style="list-style-type: none"> 1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month) 2. Attend FFC AGM 3. Run weekly order pick-up times from John Reid Oval 4. Attend FFC events where required
Desirable Skillsets / Qualifications	<ol style="list-style-type: none"> 1. Well-developed communication skills 2. Well-developed organisational skills 3. Able to use the internet