



# UNIFORM COORDINATOR

The Uniform Coordinator supports our Junior, Men & Women’s programs by coordinating, managing and distributing uniforms. We are seeking an organised individual with strong attention to detail. This position is year-round with a focus between January – June. A minimum of a 1-year commitment is required.

**Primary Responsibilities:**

- Manages and organises the uniform storage unit
- Coordinates volunteers to collate uniforms for team distribution in March for the Spring League and September for the Men/Women League Season
- Manages the Age Group Uniform Coordinators for Spring League to ensure that uniforms get distributed out and collected back in
- Coordinates inventory with volunteers at the end of the Junior season and Senior Season
- Coordinates uniform exchanges during the Junior and Senior Seasons
- Provides stock information to support uniform purchasing for club

**Skill Requirements:**

- Excellent organisational skills
- Comfortable with keeping spreadsheets and detailed counts
- Access to and proficiency with computer
- Some lifting of boxes and tubs is required
- Occasional access to a car is required for distribution and movement of stock

**Benefits:**

- ✓ Perfect for someone looking to gain flexible work experience
- ✓ Work can be completed within your own schedule
- ✓ Support provided by the Club – this position is supported by the Jr Committee and training/help will be given for the role

**Time Commitment:** Approximately 40-50 hours -

- Main concentration of time will be January to June for our biggest program, Spring League (1500+ players).
- Womens League, Mens Leagues, and fall Junior programs start in September and typically involve around 500 players in total so require a much smaller time commitment
- Evening and weekend hours may be occasionally required for distribution of uniforms
- Our storage unit is based at Park Royal. Distribution of uniforms typically takes place at the storage unit or Rutledge Field
- Communication with coaches and teams is done primarily by via email
- May be required to occasionally attend Junior Committee meetings

**KEY DATES**

<b>January</b>	Uniforms and t-shirts are ordered for Spring League season and Women’s League
<b>February</b>	Recruitment of Age Group Uniform Coordinators for Spring League
<b>March</b>	Uniforms are received from suppliers Bundle uniforms by age group according to team numbers Arrange distribution of uniforms to Age Group Uniform Coordinators

<b>April - May</b>	Arrange uniform exchange process Collect spreadsheets from Age Group Uniform Coordinators
<b>June</b>	Arrange collection of uniforms from Age Group Uniform Coordinators Follow up with players who have not returned uniforms Debrief and evaluation of season
<b>Summer</b>	Full inventory of uniform storage unit
<b>September</b>	Distribution of Womens and Men's uniforms Distribution of Junior Fall program uniforms Organise any uniform exchanges
<b>Throughout year</b>	Maintain uniform inventory sheet Respond to any uniform enquiries

**APPLICATION DETAILS**

A stipend of \$1250 will be provided for this position.	Please send a short expression of interest including your name, contact details and reason for applying to Emma Gibbons at <a href="mailto:emma@wvfhc.com">emma@wvfhc.com</a> by Monday 4 February 2019
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