



POSITION DESCRIPTION

Holy Spirit Parish Netball Club

Position Title:	Uniform Coordinator
Reports to:	Executive and Committee
Employment Status:	Volunteer
Time Commitment	Elected annually at the HSNC Annual General Meeting
Holy Spirit Parish Netball Club	<p>Holy Spirit Parish Netball Club (HSNC) is a not for profit, member based organisation which is governed by a volunteer Committee. It is a Club Member of Melbourne East Netball Association (MENA) and is governed by MENA, Netball Victoria and is affiliated with Netball Australia.</p> <p>HSNC exists to create a positive and strong local netball club that encourages players to try their best and have fun. The club is committed to providing an environment where players can learn and develop the skills and rules of netball. Players participate in a sportsperson like manner, in a inclusive, safe and positive environment. HSNC aims to build confidence, skills and foster a positive experience with the club and the game of netball. HSNC expects all players and coaches to respect their team mates, opposition, coaches, umpires and administrators and represent the club with pride and passion.</p> <p>The HSNC Executive consists of the President, Vice President, Secretary and Treasurer, with a Committee that supports a number of functions and roles of the club.</p>
Commitment to Child Safety	We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, HSNC is committed to ensuring the safety of all of its players particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to HSNC and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks NV has in place.

Primary Purpose of Position

- Effectively manage HSNC uniform stock, ordering and distribution

Key Responsibilities

- Coordinator the order, demand and distribution of uniforms as needed for the club from the nominated supplier
- Provide the Treasurer invoices for the payment to the supplier
- Be available to attend registration days and pre-season trainings to organise new uniforms for new and/or returning netball players
- Maintain an inventory system via SQUARE (or other) and undertake a stock take at the conclusion of each season (twice a year).
- Distribute uniforms once full payment has been received
- Ensure there is sufficient stock available in all sizes for when players need replacement uniform
- Order in new stock when supplies are low but to ensure only minimal supplies are kept in stock
- Review uniform costs and pricing, in consultation with the committee on an annual basis
- Consider any new uniform items that may be required
- Provide a verbal update at committee meetings to provide an inventory holding report and the value of stock on hand.
- Uniform prices shall be determined by the Executive in consultation with the Committee

Knowledge, Skills & Abilities

- Strong Interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Demonstrate initiative and ability to work in an autonomous manner
- Able to keep good records and work in a logical manner
- Sound computer literacy
- Basic booking skills

- Ethical, honest and trustworthy
- Dedicated Club person

Other Requirements

- Working with Children Check
- Fulfills COVID vaccination requirements as per Government directives