

Dubbo Touch Association

Position Description for Merchandise Coordinator

Brief description of Merchandise Coordinator Role:

This position is responsible for organising and ordering merchandise for competition prizes as well as representative uniforms. It also includes general competition purchases such as balls and whistles.

Duties:

1. Coordination of competition prizes, awards and trophies for Grand Final.
2. Ordering of the junior competition singlet and coordination of the distribution.
3. Purchasing of everyday running items for the competition such as balls and whistles.
4. Keep a register of merchandise and update as required.
5. Management of the representative uniform ordering and maintain an accurate record of items sold to members.
6. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
7. Provide support, assistance and mentoring to other committee members as required.
8. Provide Working with Children Check details to the Member Protection Officer.