



*Position Description*

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## UNIFORM OFFICER

The Junior Activities Uniform/ Clothing Officer is responsible for the ordering; collection; and design of all junior activities merchandise in conjunction with the Club Merchandise Officer

RESPONSIBLE TO: Junior Activities Chair (JAC)

RESPONSIBILITIES:

- Design and marketing of costumes and clothing for Junior Activities
- Liaise with the Treasurer with regard to the purchase of costumes and clothing for Junior Activities
- Maintain records of uniforms/ clothing sold; damages; and ordered stock etc.
- Arrange for the ordering, collection, safe storage of junior activities uniforms and clothing as requested and authorised by the Junior Activities Committee
- At the end of the season perform a stock take of apparel
- Submit reports as required for the Junior Activities Chair and the Junior Activities Committee Meetings

KNOWLEDGE & SKILLS REQUIRED:

- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills
- Experience in the handling of monies and coordination of merchandise

SPECIAL REQUIREMENTS:

- Be a financial member
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian