

POSITION DESCRIPTION



St Thomas Netball Club- Work Hard, Play Fair, Have Fun

Position Title:	Uniform Coordinator
Reports to:	Coach Coordinator & President Direct Reports: N/A
Employment Status:	Volunteer
Time Commitment	Variable- (no more than 6 hours per month)
St Thomas Netball Club	<p>STNC is a not for profit, member-based organisation. The committee is run by volunteers to ensure the ongoing support of the sport of netball in the Whitehorse community.</p> <p>STNC moto is <i>Work Hard, Play Fair, Have Fun</i>. Our Values are Inclusivity, Teamwork, Respect & Development.</p>
Commitment to Child Safety	<p>We require all members above the age of 16 who coach, supervise or are part of the committee to have a valid WWC confirmed by the club. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>At STNC we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p>STNC Commitment to Safeguarding Children & Young People</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. STNC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>

Primary Purpose of Position

- Effectively manage Association or Club uniform stock, ordering and distribution

Key Responsibilities

- Order 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
- Distribute uniforms once full payment has been received
- Ensure there is enough 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
- Complete annual stock take of uniforms

Knowledge, Skills & Abilities

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

Other Requirements

- Induction Training
- Police Check
- Working with Children Check
- Other (please specify)