



## Majura Football Club Position Description – Club Uniform Officer

### JOB TITLE:

Uniform Officer (Volunteer Position)

### HOURS PER WEEK:

The estimated time commitment required as the Equipment Officer is a minimum of 3-4 hours per week around peak periods such as the start of season equipment preparation and football gear allocation to teams and end of season returns. Away from these times, it would decrease.

### ROLE DESCRIPTION:

To work collaboratively with the Equipment Officer, in ensuring that each club team has been issued playing uniforms at the start of the season and that the uniform is returned at the end of the season.

### RESPONSIBILITIES:

- Oversight and responsibility of club uniforms.
- Ensure teams are issued with playing uniforms at start of season.
- Ensure accurate recording of all uniforms to teams.
- Ensure all team playing uniforms are returned at the start of the season.
- Manage any equipment deficiencies and disposals.

### RELATIONSHIPS:

- Reports to the Equipment Officer and Administrator.

### ACCOUNTABILITY:

- The Uniform Officer is accountable to ensure that all club teams have appropriate to age playing club uniforms and that the issue of uniforms has been recorded and signed for by either coach or manager.



#### **ESSENTIAL SKILLS:**

- Dedicated club person.
- Good organisational skills/accurate.
- Good communication/interpersonal skills.
- Influencing and negotiation skills.
- Microsoft Excel skills.

#### **VOLUNTEER BENEFITS:**

- Community club equipment supply/receipt coordination role.
- Enhances stakeholder engagement, issue and receipt and supply management skills.
- Enhances broader supplier liaison skills and problem solving.