

**<Insert Name of Club>**

**Position Description – Merchandise Coordinator**

**JOB TITLE:**

Merchandise Coordinator

**OBJECTIVE:**

The clothing, apparel and merchandise coordinator is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the club.

**RESPONSIBILITIES:**

* Defining clothing, apparel and merchandise to be sold by the club
* Manage the unsold stock (ensuring it is not lost or obsolete)
* Maximise sales of the club merchandise
* Be willing to “sell” the merchandise

Prior to the season

* Review the apparel, clothing and merchandise sold by the club in previous years, ensuring its suitability for the upcoming year
* Provide the committee with the recommendations for all apparel, clothing and merchandise for the coming season
* Work with the Club Treasurer to accurately set merchandise sales targets, that will be reflected in the budget
* Have the club website updated to reflect current merchandise
* Be the primary point of contact of for all merchandise

During the season

* Review merchandise with the Treasurer to ensure the financial targets have been met, if not formulate additional sales strategies
* Review sales to ensure there are not outstanding amounts
* Be the initial point of contact for any issues or complaints from members concerning their merchandise

Post-season

* Undertake the end of season of the remaining merchandise
* Provide a report to the committee of unsold merchandise
* Make recommendations to the committee for any changes to the range of merchandise for the next year

**RELATIONSHIPS:**

* Communicate effectively with stakeholders, Treasurer and committee

**REFERENCE:**

<https://sportscommunity.com.au/club-member-category/position-descriptions/>