

Merchandise Coordinator

Reports to: Vice President (or another designated committee member)

Purpose:

The Merchandise Coordinator's main purpose is to ensure effective management of the club's uniform, clothing and merchandise sales.

Key Responsibilities:

- Prepare an annual proposal for the Club's apparel and merchandise range for Committee approval before the season.
- Maintain knowledge of relevant league and state apparel requirements and approved suppliers.
- Build and maintain strong relationships with apparel and merchandise suppliers, including coordinating pricing, quality and delivery.
- Promote Club apparel and merchandise to members, supporters and the wider community through Club communication channels and events.
- Provide convenient options for members to view, order and purchase merchandise, including online and in-person where available.
- Manage merchandise orders and maintain appropriate stock levels to support timely fulfilment and minimise shortages.
- Coordinate the display and availability of merchandise at the Club and relevant events.
- Monitor stock, sales and revenue and provide updates to the Committee as required.
- campaigns and activities.

Skills & Desirable Characteristics:

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Strong organisational and customer service skills.
- Experience or interest in retail, merchandising, and basic business or accounting skills.
- Ability to manage stock and supplier relationships efficiently.
- Comfortable promoting merchandise through digital and face-to-face channels.
- Flexible availability as they may need to be available during training nights, game days and events to manage sales