New Lambton Football Club Juniors
Position Description – Gear Coordinator

JOB TITLE:

Gear Coordinator

OBJECTIVE:

To ensure the club has sufficient and adequate playing uniforms / kits, ancillary playing gear and other associated equipment, all of which meets the relevant rules, codes and policies, etc.

RESPONSIBILITIES:

- Ensure all NLFC playing uniforms / kits, ancillary playing gear and other associated equipment meets the requirements of the NLFC Visual Identity Policy, relevant By-Laws and Rules of Competition.
- Prepare a budget for the upcoming season and submit to the committee, within the required / requested timeframes.
- Liaise with relevant suppliers, as necessary.
- Liaise with relevant committee members regarding uniforms and other apparel, to ensure sponsors' expectations / agreements are met.
- Collate the needs of the various player programs, reconcile against budget and procure through the selected / preferred supplier.
- Monitor club purchase/s from procurement through to delivery / player allocation / inventory – confirm any non-complying items are returned to supplier.
- With the assistance of the relevant committee members, issue uniforms and other playing / training equipment prior to the commencement of the training season.
- Maintain satisfactory inventory of all playing uniforms, alternate playing kits, balls, kit bags, training equipment, etc.
- With the assistance of the relevant committee members, ensure any relevant playing / training equipment is returned at the conclusion of the playing season, and amend stock inventory as required.
- Complete a full stock take / inventory of all playing / training equipment and provide a full report to the committee.

RELATIONSHIPS:

- The Gear Coordinator reports to the Operations Manager and General Committee of the club.
- Liaises with various external stakeholders / suppliers.
- Liaises with all managers, committee members, coaches, players and staff.

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ACCOUNTABILITY:

- The Gear Coordinator is accountable to the Operations Manager and General Committee of the club.
- The estimated time commitment required as the Gear Coordinator is 3 - 4 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities, and aware of future direction of club.
- Must have the ability to work within a budget.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to provide sufficient support to the role.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Honest and trustworthy.
- A good understanding of league requirements at local level.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to organise and schedule.
- Financial skills / knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.