Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	MERCHANDISE

The Merchandise coordinator is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the Centre.
The primary function of the role is to maximise the revenue and sales of Centre related clothing, apparel and merchandise sold each year.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Have no prior convictions recorded for "financial impropriety" or be an undischarged bankrupt.
- Current Police Check (to be paid for by the Centre).
- Signed Child Safe Code of Conduct.
- Always conduct the role with honesty, integrity and in good faith.
- Always act in the best interests of the Centre.

The position has key activities:

1. Defining clothing, apparel and merchandise to be sold by the Centre.
2. Source the products to be sold by the Centre.
3. Manage the unsold stock (ensuring it does not become lost or obsolete).
4. Maximise the sales of the Centre apparel, merchandise and clothing.

Responsibilities

Prior to the season

- Review the apparel, clothing and merchandise sold by the Centre in previous years, ensuring its suitability for the upcoming year.
- Finalise range of apparel, clothing and merchandise for the upcoming season.
- Provide the Committee with the recommendations for all apparel, clothing and merchandise for the coming season.
- Liaise with the Committee to ensure apparel, clothing and merchandise reflect the current opinions and nature of Centre members.
- Work with the Centre Treasurer to accurately set apparel, clothing and merchandise sales targets which will be reflected in the Centre's budget.
- Have the Centre website updated to reflect current apparel, clothing and merchandise information.
- Ideally set up an online shop on your Centre's website which will sell apparel, clothing and merchandise.
- Have social media posts created that promote and sell the Centre apparel, clothing and merchandise.
- Be the primary point of contact for all apparel, clothing and merchandise enquires.
- Assist with the collection of revenues relating to apparel, clothing and merchandise.

During the season

- Review apparel, clothing and merchandise sales with the Treasurer to ensure the financial targets have been achieved and if not, formulate additional sales strategies.
- Review any credit sales to ensure all who have purchased apparel, clothing and merchandise on credit pay their outstanding amounts.
- Ensure that all purchases throughout the year for apparel, clothing and merchandise have been paid for and outstanding funds collected.

- Be the initial point of contact for any issues or complaints from members concerning their apparel, clothing and merchandise.
- Liaising with apparel, clothing and merchandise suppliers as required.

Post season

- Undertake at the end of season of the remaining apparel, clothing and merchandise.
- Provide a report to the Committee of unsold apparel, clothing and merchandise.
- Make recommendations to the Committee for any changes to the range of apparel, clothing and merchandise for next year.

Essential Skills and requirements

- Understanding of the needs and tastes of the members and Centre stakeholders.
- Ability to organise and delegate tasks.
- Happy to talk to people and "sell" the apparel, clothing and merchandise.
- Communicate effectively and possess good interpersonal skills.
- Maintain confidentiality on relevant matters.

End of year Hand Over

Updating key documents

At the end of each year a key activity of the apparel, clothing and merchandise Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role. The apparel, clothing and merchandise coordinator should also update or create a list of the different apparel, clothing and merchandise sold throughout the season with the name and contact details of each of the suppliers. This list should also include any terms and conditions which the Centre or the supplier needs to abide by. The updated Position Descriptions and additional information must be provided to the Centre Secretary prior to the Annual General Meeting each year.

Induction of the incoming Merchandise Coordinator

An important responsibility of outgoing Merchandise Coordinator is to train, mentor and support the incoming apparel, clothing and merchandise coordinator.