

Scarboro Surf Lifesaving Club

Job Description – Clothing Coordinator



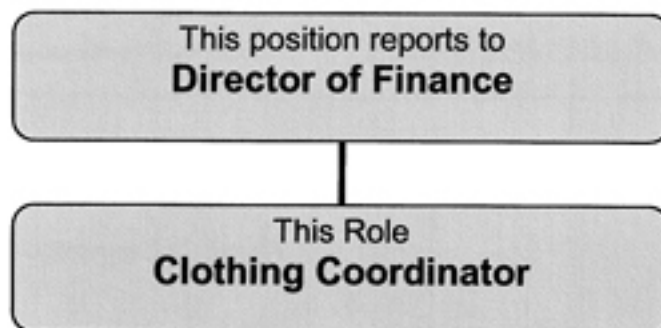
1. Position

Clothing Coordinator

2. Position Purpose

Responsible for the management of the Club shop

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

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5. Major Responsibilities

Responsible for the purchasing and maintenance of shop stock

Liaising with suppliers and shop staff as required

Liaising with Club disciplines that have specific clothing requirements

Annual stocktake for audit purposes

Determine shop open hours and roster members

Responsible for the supervision of employed shop staff

6. Primary Accountability

Performance Measures

Budget

Shop takings calculated and lodged as per Club requirements

Meetings

Attend Club meetings as required

Stock Control

Maintain required stock levels and undertake annual stocktake

7. Required Competencies

- Ability to organise and delegate tasks
- Understanding of budget compliance
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters