



DIAMOND CREEK
JUNIOR FOOTBALL CLUB

Merchandise Manager Position Description

Goal Statement:

The Merchandise Manager oversees the collection of merchandise and uniform purchases to optimise the professional appearance of the Club.

Objectives:

- Oversee all junior and/or senior merchandise and uniform related matters within the Club
- Provide support to the President of the Club
- Ensure the Club uniform is professional/consistent and provides a marketing advantage for sponsors
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club Responsibilities
- Develop a variety of Club branded merchandise for players, general members and supporters
- Review and evaluate supplier costs to ensure competitive pricing of our merchandise and uniform
- Develop a merchandise order form for use within the club
- Collect payment and provide receipts for player merchandise and uniform and forward to the Treasurer
- Review and evaluate Club merchandise and uniform costs to ensure the club is generating income on items
- Develop and maintain an up-to-date player merchandise and uniform payment database in collaboration with the Treasurer
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly committee meetings
- Undertake tasks at the request of the President, Executive or General Committee
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with associated stakeholders, including but not limited to NFNL and MSE Apparel.
- This position will liaise with and have regular communication with team managers, committee members, general members, parents and players

Qualifications:

- Working With Children's Check

Accountability:

- The Merchandise Coordinator is accountable to the Club President and general committee