

## Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806  
P.O Box 183, Berwick, 3806



**Subject:** Job Description  
**Title:** Merchandise Coordinator  
**Reports to:** Vice President - Operations

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<b>1</b>	<b>Basic Functions</b>
a)	To assist with the purchasing and sales of appropriate Berwick Junior Football Club merchandise.
b)	Compliance and accountability with Club policies.

<b>2</b>	<b>Specific Responsibilities</b>
a)	To assist in ensuring the revenue stream from merchandise sales throughout the year, and tabled at the Annual General meeting.
b)	Provide accurate and timely records of all income and expenditure to the Treasurer at required intervals.
c)	To plan and implement a sales process for future years.
d)	To plan and organise sales of Club merchandise during preseason and the season proper.
e)	To source new apparel as required and negotiate with suppliers

<b>3</b>	<b>Entry Qualifications and Experience</b>
a)	Must be highly organised and have the ability to communicate with all levels.

<b>4</b>	<b>Role Requirements</b>
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position: Merchandise Coordinator

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Witnessed by:

Position: President

Name: \_\_\_\_\_

Signed: \_\_\_\_\_