



Merchandise Manager

Volunteer Committee Position Description



Reports To

Treasurer / President



Works Closely With

Treasurer, Digital Communications Manager,
Gear Steward

PURPOSE OF THE ROLE

Manage the club's merchandise offering — from sourcing to selling. Merchandise (branded apparel for sale) is managed separately from playing kit and equipment, which remains the Gear Steward's responsibility.

KEY RESPONSIBILITIES

- Research and source club-branded merchandise (jackets, hoodies, beanies, hats, bags, etc.) from suitable suppliers
- Liaise with the committee on merchandise ranges, pricing, and minimum order quantities
- Manage merchandise orders, stock levels, and storage (separate from playing kit and equipment)
- Operate merchandise sales at games, events, and training days
- Manage an online or pre-order merchandise system if applicable
- Maintain accurate records of all merchandise sales and stock on hand
- Report merchandise income and stock levels to the Treasurer regularly
- Coordinate with the Digital Communications Manager to promote merchandise
- Arrange end-of-season clearance or carry-over of unsold stock in consultation with the committee

TIME COMMITMENT

4–6 hours/month (higher during ordering and major events)



People Management

N/A



Budget Management

Yes — manages merchandise budget and stock purchases

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Organised with good stock management skills
- Comfortable with basic retail, sales, or ordering processes
- Good eye for design and quality — you're representing the club's brand
- Cash or EFTPOS handling experience



Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.



End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

 You'd be great for this if...

You love seeing everyone decked out in club colours and take pride in offering quality gear members actually want to buy. You're organised enough to manage stock and outgoing enough to sell confidently on match days.