

**JUNIOR ACTIVITIES UNIFORM/ CLOTHING OFFICER**

**PURPOSE:** The Junior Activities Uniform/ Clothing Officer is responsible for the ordering; collection; and design of all junior activities merchandise in conjunction with the Club Merchandise Officer

**RESPONSIBLE TO:** Junior Activities Programs Coordinator

**RESPONSIBILITIES:**

- Liaise with the Club Merchandising Officer with regard to the design and marketing of costumes and clothing for Junior Activities
- Liaise with the Junior Activities Treasurer with regard to the purchase of costumes and clothing for Junior Activities
- Maintain records of uniforms/ clothing sold; damages; and ordered stock etc.
- Arrange for the ordering, collection, safe storage of junior activities uniforms and clothing as requested and authorised by the Junior Activities Committee
- At the end of the season perform a stock take of apparel
- Submit reports as required for the Junior Activities Chairperson/ President and the Junior Activities Committee Meetings

**KNOWLEDGE & SKILLS REQUIRED:**

- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills
- Experience in the handling of monies and coordination of merchandise

**SPECIAL REQUIREMENTS:**

- Be a financial member of (insert club name) Surf Life Saving Club;
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian