



Christchurch United Football Club

Job Description

Job Title	Uniform Coordinator/Uniform Committee
Location	Christchurch Football Centre
Accountable to	Academy coach
Accountable for	
Team	

ROLE SUMMARY.

The role of the Uniform Coordinator/Committee is to organize and oversee the selling of all Christchurch United Football Club uniform and merchandise.

MAIN DUTIES & RESPONSIBILITIES.

Coordinator

- Coordinate committee scheduling for game day sales
- Stock management and monthly reporting
- Notify management of occurring deficiencies
- Follow all health and safety regulations

Committee

- Two scheduled Saturdays a term
- Assist the Coordinator where required
- Follow all health and safety regulations

Other:

- To attend all parent meetings organized by the CUFC and two parent meetings during the winter season (beginning and end)
 - To organize or delegate at least one team building activity for the team during the winter season
 - Ensure the relationship with children, young people and adults is appropriate and demonstrate appropriate models of behavior, language and demeanor, adhering to the CUFC code of conduct.
 - **To be responsible for the welfare and protection of children and young persons entrusted to CUFC.** The CUFC will expect you to undertake training to ensure an understanding of best
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practice in relation to Child Protection and the safeguarding of children and young people in our care.

QUALIFICATION, SKILLS and EXPERIENCE

- Enjoy working with children
- Good recording and reporting skills
- Good level of communication and listening skills
- Calm under pressure
- Proven ability to maintain confidentiality
- Excellent and up to date understanding of Child Protection and Safeguard procedures and relevant clearance
- Possess computer literacy, including the ability to work with standard word-processing (Word, Excel, and PowerPoint) tools

GENERAL INFORMATION.

The volunteer must at all times carry out his/her responsibilities with due regard to the Christchurch United Football Club policies and procedures in particular Health & Safety, confidentiality and with regard to the Data Protection.

The volunteer must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimization or harassment of any description.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Academy.

COMPENSATION.

- Full CUFC training uniform package
-NZL dollar voucher from Frontrunner
- **Discounted fee for children (to be discussed) – may not include the following: special programmes, tournaments and holiday camps**

Employee's Signature:		Date:	
CUFC president / TD AD Signature:		Date:	