

Spencer Soccer Club, Inc.

Job Title: Director of Sales	Job Grade: Volunteer
Area: Finance	Reports to: Vice President of Finance
Revision Date: 6/6/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Sales shall be responsible for monitoring, implementation, coordination, and communication of Spencer Soccer Club concession stand and merchandise sales. The Director of Sales is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Sales has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Act as point of contact with distributors relating to concession stand and merchandise sales
- Coordinate In-Town concession stand volunteers for the In-Town Program
- Develop new ideas for concession stand sales and/or merchandise sales
- Develop an annual budget of estimated expenses

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Finance

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Finance
- Conduct an inventory of concessions sales on a weekly basis to replenish food and drink as necessary
- Ensure cash and sales reconcile on a weekly basis
- Coordinate with the Director of In-Town programs to ensure concession stands are staffed appropriately
- Monitor sales of merchandise and to ensure orders are fulfilled
- Receive all manual checks for merchandise and cash from concession stands to ready for deposit with the Vice President of Finance
- Resolve merchandise sizing or product defects with the vendor
- Assist in developing and maintaining an online merchandise store
- Provide a request for budgeted funds to the Vice President of Finance

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.