

Spencer Soccer Club, Inc.

Job Title: Director of Uniforms	Job Grade: Volunteer
Area: Field and Equipment	Reports to: Vice President of Fields and Equipment
Revision Date: 6/08/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Uniforms shall be responsible for the monitoring, implementation, coordination, and communication over all Spencer Soccer Club Uniforms. The Director of Uniforms is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Uniforms 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 Laws
- Maintain current knowledge of league rules, regulations, and policies relating to their area of responsibility
- Point of contact for re-ordering and liaison between vendor and coaches.

Non-essential Job Functions

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

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Fields and Equipment
- Track inventory and purchase of all uniforms for all SSC teams
- Coordinate of sizing dates with all age groups and teams
- Coordinate distribution of all uniforms to all teams prior to session start
- Communicate uniform coordination strategic planning motions to the Vice President of Fields and Equipment

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.