



Job Description: Merchandise Coordinator

Over view

This volunteer, non-executive position will take care of all aspects of Netball Alberta merchandise needs.

Duties

- Securely store NA merchandise at NA designated storage unit and keep the inventory neat and contained
- Respond to requests made to the merchandise@netballalberta.com email to purchase NA merchandise
- Updating inventory in SI Play store when merchandise is re-ordered
- Fulfill orders made through SI Play store, collect payments as needed
- Be available on the first night of Fall, Winter and Spring Senior and Junior Leagues to sell and take orders for NA merchandise
- Be available at the Fall and End of Season Tournaments to sell and take orders for NA merchandise
- Maintain records of which items have sold and inform NA Executive when items require re-ordering
- Be responsible for all cash transactions, the maintenance of a \$100 float with adequate change (\$5 and \$10 bills), and submitting cash and cheques to the Registration Coordinator for deposit into the NA account.