

MERCHANDISE CONTROLLER

Name of volunteer	
Position title	MERCHANDISE COORDINATOR
Organisation name	MENTONE LIFE SAVING CLUB
Location	MENTONE LIFESAVING CLUBROOMS – TOP FLOOR
Start date	NOW
End date	END OF SEASON – MARCH 2019 (position can be rolled over into the next season)
Hours/days per week	Each Sunday morning of a club day – 9am to 11am – some additional time for stock organisation Realistically they will need to be around until about 12, as people tend to come up to the shop after nippers. But I guess it would be up to the new person to set their hours...?
Reports to	Junior Manager
Role overview – purpose (how it relates to MLSC mission statement)	<ul style="list-style-type: none"> • Vital role to nippers enjoyment of the season. • Assisting with overall profit for the MLSC
Key responsibilities	<ul style="list-style-type: none"> • Stock control • Organisation of stock room • Presentation of merchandise each Sunday in an orderly format • Set up and pack up each Sunday • Managing age grp volunteers each Sunday morning • Reconciliation (tracking sales/forecasting for following season) – with committee assistance
Skills/experience required	<ul style="list-style-type: none"> • Some creative flair would be beneficial • Organisational skills • Able to manage and work with a team • Good people skills & Patience • Ability to self-manage workload and time • Basic data entry skills in excel • Liaison with suppliers
Induction training	Karen Stewart and Susan Williams can assist.

Benefits for the volunteer	Being part of a community and contributing towards a key part of the nippers experience Helpful in getting to know Nipper families and club members
Additional requirements for this role	<ul style="list-style-type: none"><li data-bbox="779 177 1189 220">• Working with children card