

SWIM SHOP MANAGER

Role

Organise and run a Club Shop to cater for members' swimwear and equipment needs

Skills

- Well organised and efficient
 - Sound knowledge of the club and its members
 - Approachable, confident and effective communicator
 - Knowledge of using and working with spreadsheets or other account systems
 - Reliable and honest
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Main Duties

- To keep a stock of Ringwood Seals swimsuits, trunks, hats, kitbags, shirts and hoodies, and other equipment such as goggles
 - Display stock and run the shop regularly at various training sessions
 - Record payments and sales
 - Give receipts on sales
 - Record transactions on a monthly basis.
 - Settle accounts as and when they arise.
 - Liaise with the Treasurer and Committee with regard to the financial management of the Club Shop.
 - Prepare and present a report at the Annual General Meeting of activities throughout the year.
 - Encourage all swimmers to purchase and wear club swim wear and thereby build a good club identity and team spirit.
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Commitment

Ongoing weekly responsibility

Benefits to Self

Rewarding role within your club.

Signatures

Officer: _____ Date: _____

Chairperson: _____ Date: _____