

## **CNWB – Uniform Coordinator Girls**

### **Job Description**

Sort and organize uniforms for all girl teams including shorts, jerseys, pinnies, first aid kits, and game balls to be distributed at the beginning of the season. Distribute to each girl team coordinator or coach at the beginning of the season. Receive clean shorts, clean jerseys, clean pinnies, first aid kits and game balls at the end of the season from the coach or team manager of each girl team.

### **Duties**

- Sort all girl uniforms according to size and create an inventory list of all uniforms
- Create a bin for each team at the beginning of the season with all jerseys, shorts, pinnies first aid kits, game balls and score sheets (if available) included. Can be done during evaluations at the beginning of the season.
- Make sure each bin has correct inventory labelled on the outside of the bin
- Keep track of the numbers and sizes given to each girl team
- Organize extra girl uniforms
- Communicate with coaches or uniform coordinators for each girl team for distribution and collection of uniforms at a central location such as the Varsity Community Center
- Provide replacement uniforms as needed (i.e. if sizes inappropriate, etc)
- Sort all girl uniforms by size at the end of the season
- Collect all uniforms one week after last game at a central location such as Varsity Community Center
- Attend all CNWB Executive Meetings
- All emailed communication with teams is to be done through the Executive Secretary
- Reports to VP of logistics