

Merchandise Coordinator Job Description

Purpose: The Merchandise Coordinator is responsible for overseeing the club's merchandise apparel items. This role manages the planning, ordering, selling, distribution, and promotion of merchandise to support community engagement, organizational branding, and fundraising efforts if needed. The coordinator works with a committee of volunteers to assist in selling club merchandise as required.

Reports To: The Treasurer.

Key Responsibilities & Duties:

- **Merchandise Planning & Management:** Coordinate the selection, ordering, and distribution of club merchandise. Manage samples and supplies that are stored in the club's small storage shed. Research and recommend new merchandise ideas that align with club interests and goals.
- **Vendor & Order Coordination:** Communicate with vendors and suppliers regarding pricing, timelines, artwork, and order fulfillment. Fulfill merchandise ordering to align with club events. Ensure merchandise quality before distribution.
- **Community Engagement & Promotion:** Work with the Communication Officer to promote merchandise launches, sales, and special items. Collaborate with the Executive Committee (EC) to provide swag, prizes, or apparel for tournaments and club events. Support fundraising initiatives through merchandise opportunities if needed. Set up tables and a pavilion (as needed) to sell merchandise during scheduled Fun Days.
- **Reporting & Organization:** Provide updates to the Treasurer as needed. Coordinate payments of merchandise with the Treasurer. Provide recommendations for improving merchandise processes and member engagement.
- **Committee of Volunteers:** With the help of the EC and using SUG volunteer sign-ups, recruit and lead a group of volunteers as needed to be successful in this position and meet the needs of the Silveridge Pickleball Club.
- **Orientation:** Orient new committee volunteers and the new Merchandise Coordinator.

Skills & Qualifications:

- Self-starter with good communication and organizational skills.
- Experience coordinating orders, inventory, or vendor relationships is an asset.
- Ability to work flexible hours.
- Attention to detail and ability to manage timelines effectively.
- Creative mindset with interest in branding and club engagement.
- Tools used may include Google Docs, spreadsheets, and online storefront platforms (Square).

Training:

- Will initially be provided by the Treasurer or other EC positions.

Time Requirements: This is a volunteer role and may involve occasional weekends to display and sell merchandise at club events.

Original Document Approved: July 7, 2026

Revised: