

Bloomington Youth Soccer Club

Job Description



Position: Uniform Director

Purpose: The Uniform Director is responsible for ordering and distributing all club apparel including uniforms for traveling and recreational teams as well as t-shirts and Spirit Wear for club sponsored programs. The uniform director is also responsible for coordinating a group of volunteers who will select a new uniform kit when the current kit expires.

Date Approved: 10/10/13

Time Frame	Job Duties and Tasks
July	- Establish uniform/spirit wear ordering dates with vendor for Fall traveling teams and communicate that information to team managers and age group directors. Coordinate any need for new numbers for new players.
August	- Order uniforms for Fall recreational teams (t-shirts for Kickers, uniforms for United Juniors) and t-shirts for Trainers. Order coaching apparel needed for any new traveling coaches.
September	- Coordinate distribution of all Fall recreational and traveling uniforms and spirit wear.
November	- Order Futsal t-shirts for Winter program participants and trainers.
December	- Order uniforms for Winter recreational teams (t-shirts for Kickers, uniforms for United Juniors and t-shirts for Trainers). - Coordinate distribution of Futsal t-shirts.
January	- Coordinate distribution of Winter recreational uniforms.
February	- Establish uniform/spirit wear ordering dates for Spring traveling teams and communicate that information to team managers and age group directors. Coordinate any need for new numbers for new players.
March	- Order coaching apparel for traveling teams.
April	- Coordinate distribution of Spring traveling uniforms and spirit wear.

NOTE: Uniform kits are retired by manufacturers every 2-3 years, so when a uniform is no longer going to be supported, vendors will need to be evaluated and a new uniform kit selected with board of director's approval. The Uniform Director will be asked to lead a group of volunteers through this process.

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate vendor disputes and manage relationships
- Attention to detail and ability to organize

Commitment

Generally 20-40 hours per month during ordering periods and 0-2 hours per month during non-ordering periods.

The Bloomington Youth Soccer Club is a non-profit, community-based organization run by parent volunteers with professional coaches whose mission is to make soccer accessible, affordable and fun to kids at all age and competition levels.