

# CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



**Position:** Director of Apparel

**Purpose:** The Director of Apparel is responsible for ordering and distributing all club apparel for Development, Accelerated, Summer Camp, Academy, Futsal, and Spirit programs.

## **Duties and Responsibilities**

- Working with the Executive, Administrator, and the Technical Director, determine the apparel requirements for each CRYSA program.
- Working with approved vendors, order required apparel for each CRYSA program.
- Working with the Administrator and Sponsors, secure corporate logo's to be displayed on appropriate apparel and on Sponsor Recognition Board.
- Make appropriate arrangements to have logo's put on apparel.
- Working with the Administrator, Division Managers, Coaches/Managers, distribute apparel and provide instruction on the distribution, care, and maintenance of apparel.
- When required, ensure all apparel that is retained as CRYSA property is returned to the Director of Apparel at the end of each program.
- Maintain and inventory CRYSA apparel in an organized fashion in the clubhouse facility.
- Participate in the CRYSA budget process by identifying apparel costs for each program.
- Attend scheduled CRYSA Board of Director meetings.
- If there is a conflict involving the Director, the problem will be referred to the Executive of CRYSA. The Director will abide by the decision of the Executive.

## **Knowledge and Skills**

- Have a basic understanding of CRYSA's constitution and operations.
- Demonstrable ability to effectively work with CRYSA representatives, coaches/managers, parents, players, and vendors.
- Attention to detail and ability to organize.

## **Commitment**

The time requirements for the Director of Apparel fluctuates throughout the year. Prior to, and during the commencement of each CRYSA program, the time commitment can be significant and requires flexibility covering evening time, weekend time, as well as normal business hours. Travel is often required to vendors to pick up/deliver apparel, and be available for apparel distribution to coaches/players/etc.

The Campbell River Youth Soccer Association is a non-profit, community-based organization run by volunteers, whose mission is to make soccer accessible, affordable, and fun to children of all age and competition levels.

June 15, 2020