



## LBT Volunteer Job Description

**Title: Kit Manager**

<b>Current Holder/s:</b>	See Organisational Chart
<b>Contact e mail address</b>	<a href="mailto:Kit.manager@lbt.org.uk">Kit.manager@lbt.org.uk</a>
<b>Type of Volunteering</b>	To manage the order and distribution of the club kit for LBT members.
<b>Main Purpose of Volunteering</b>	<p>To provide a contact point for all club members. The job requires the holder to be responsible for recording, ordering, distributing, collecting payment and banking payments. There is also a need to store club stock and to be accountable for this stock. To assist the treasure in approving invoices required for payment.</p> <p>To provide club members with 'a good deal' on club kit and therefore challenge suppliers on their prices in order to get the best possible discounts.</p>
<b>Responsible to</b>	The LBT Committee.
<b>Competencies / Experience required</b>	It is essential that the holder an organised person who is used to keeping records. They need to be trustworthy and accountable for all club stock. It is also necessary for this person to be flexible in order to get deliver ordered items in a timely manner and be confident in dealing with suppliers.
<b>Commitment required</b>	For Club Committees, occasional 2 hour meetings per year. To work from home and co-ordinate the Kit deliveries.
<b>Benefits to self</b>	Knowledge that LBT members are able to purchase club kit within a reasonable time frame.
<b>Benefits to community</b>	Advertises the club at events in order attract new membership.
<b>Support received from:</b>	The LBT Chair, Club Committee, the Head Coach and Coach Coordinator, plus Regional Development Officer. Training opportunities will be available to help the person fulfil this role.

**Is this Volunteer  
Opportunity open to  
disabled persons?**

Yes.