



Paris Soccer Club Purchaser

Role

As purchaser of Paris Soccer Club your role is to review inventory and purchase requests to determine if purchases are needed or if the club already has supplies.

Help the association to

In consultation with equipment manager, clubhouse convenor, events coordinator and treasurer, research and purchase uniforms, field equipment, trophies, clubhouse and events products/rentals.

Time commitment

- One year term
- On average, 3-4 hours per week

Responsibilities

- Consult with equipment manager, clubhouse convenor, field marshall and Executive to come up with a current inventory of supplies.
- Review PSC budget and put forth recommendations of needed supplies and services that need to be considered for current or next year's budget.
- Source out the best equipment, supplies and service companies to acquire quality products and services that will be durable and long lasting.
- Purchase product in bulk to save money and to attain free shipping and other incentives.
- Review shipments to ensure orders are complete, if not, follow up with company to acquire back ordered product.
- Inspect products to ensure that it is what we ordered and is in good standing condition, if not, arrange to have it returned for an exchange.
- Attend PSC Executive meetings as required.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge, experience and passion of soccer with your players and fellow coaching staff*
- *committed to the confidentiality of all Paris Soccer Club including player records*
- *genuine interest in participating and supporting community volunteer events*
- *interested in community development in Brant county*

Requirements & qualifications

- Purchasing experience
- Online shopping experience and knowledge
- Budgeting abilities

Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

Key contacts

- Paris Soccer Club President
- Paris Soccer Club Treasurer
- Paris Soccer Club Sponsorship Convenor
- Paris Soccer Club Fundraiser

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- Paris Soccer Club – coaches handbook
- PSC access to coaches section of website

Agreement

"We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for _____. (Length of time)

I am accountable to _____ for my work within this position.

Volunteer signature

Date

"In turn, the club commits to supporting

_____ in his/her volunteer work.

Coordinator of Volunteers

Date

Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
 - copy to file*
 - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

Follow-up

- at one year*
Date: _____

To apply to any Paris Soccer Club volunteer position, please contact:

Paris Soccer Club's –
Volunteer Coordinator:

admin@parissoccer.ca

Visit us at:

www.parissoccer.ca