

Hillingdon Triathletes
Kit Secretary Job Description



Volunteer Job Title	Kit Secretary
Type of Volunteering	To act as the kit reference / supplier for your club.
Main Purpose of Volunteering	To help the members have a range of kit to meet their needs.
Responsible to	The Chairman of the club and the Treasurer.
Competencies / Experience required	To be well organised and help members with their kit needs. Able to take payments and deal with on line and off line ordering. Maintain a small stock of frequently used items, and for members to try on for different sizings.
Commitment required	Attendance at club events to meet members and discuss their needs.
Benefits to self	Knowledge of providing assistance to the club. Provision of a benefit to members.
Benefits to community	The club will have the members smartly turned out in up to date kit.
Support received from	The club's committee.
Is this Volunteer Opportunity open to disabled persons?	Yes.