



South Durham Little League
Board of Directors
Position Description

Position Title | Baseball Uniform Coordinator

Skills/Interests: time and task management, strong attention to detail, proficiency in creation and use of spreadsheets, collaboration, written communication, logistics

About the Role:

Operationalizes the ordering and delivery process for uniforms for all fall, spring and all star seasons of play. Works collaboratively with sponsorship and treasurer positions to implement ordering on timeline. Communicates with coaches and team parents to operationalize uniform selection delivery. Manages errors or post distribution issues and resolves them as quickly as possible.

Responsibilities:

- ☐ Create uniform mockups including logo placement
- ☐ Organize order placement
- ☐ Place order and work closely with vendors to ensure timeliness, accuracy, and address questions and issues immediately
- ☐ Receive, verify, sort, and distribute orders
- ☐ Work with coaches during All Star season on post-season uniform and spirit wear needs
- ☐ Consistent communication with vendors

Hours: about 15-20 hours to create jerseys, prepare ordering document, and place orders in Fall and Spring immediately following the drafts. About 10-15 hours for All Star season. Majority of the hours are consolidated into a few days immediately following the draft and then minimal hours during the season.