

## MERCHANDISE MANAGER JOB DESCRIPTION

The merchandise manager is in charge of the ordering and maintaining of the inventory and sales of PPPA merchandise through the online store or in person at tournaments and social events.

ORDERING AND MAINTAINING INVENTORY-PPPA merchandise is ordered through Big League Graphics on Academy and Constitution. As inventory in sizes and colors become limited, an order to replace older merchandise or order new and different styles or colors should be handled through Big League Graphics. Check with the treasurer as to how much is approved to spend on the new merchandise. An order should be put in two weeks before the merchandise is needed for an event. The invoice should be given to the treasurer to be paid.

ONLINE STORE: The merchandise manager is responsible for keeping the inventory updated on the website. The inventory is automatically adjusted for purchases made on the website, but new merchandise needs to be added to the site and any merchandise that is sold at events will need to be tracked and updated on the site. Online orders can be picked up at a place and time designated by the manager and the buyer, or the buyer can opt to have the merchandise shipped for an extra charge. Manager will need a supply of mailing envelopes. Shipping labels can be done at the post office; however the preferred method is to print the labels online through Pirate Ship as they offer a discount from USPS prices. Any costs for materials and postage will be reimbursed.

TOURNAMENT AND EVENT SALES-Whenever possible, every effort should be made to set up a booth at local tournaments and club events. The club can provide tables and a popup. Tournament and event sales are usually processed through the PPPA PayPal Account on a smart phone or tablet. It is highly recommended that the merchandise manager sign up volunteers to help during these events. All volunteers need to be comfortable with running charges on their phone or tablet.

TIME COMMITMENT-In a normal week, the merchandise manager will spend less than one hour (per week) to process online orders. More time is spent when reordering or ordering new merchandise and during tournament weeks or special events, and that is when a committee of volunteers is very helpful.

Contact the current merchandise manager (contact information below) with questions about the position. She will be available to work with and train the new manager as necessary.

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