

Spirit Wear Coordinator

Bringing School Spirit to Life!

The **Spirit Wear Coordinator** helps build school pride and community by sourcing fun, high-quality school apparel and merchandise available to students, families, faculty, and staff. This role is perfect for someone who enjoys being organized, creative, and involved in the school community.

Key Responsibilities

Spirit Wear Planning & Selection

- Work with the GPO and school administration to select fun, school-appropriate spirit wear items.
- Help choose apparel styles, colors, designs, and seasonal offerings that appeal to students and families.
- Coordinate special spirit wear opportunities for school events, Spirit Days, Field Day, and other celebrations.
- Gather feedback from families to help determine popular items and future offerings.

Inventory Management

- Maintain an accurate inventory of all spirit wear merchandise, including quantities, sizes, and styles.
- Track items received and sold.
- Monitor inventory levels and recommend when popular items should be reordered.
- Identify slow-moving or excess inventory and suggest promotions or clearance opportunities.
- Keep spirit wear organized and stored in a designated location.
- Conduct periodic inventory counts and reconcile available merchandise with sales records.

Cost & Budget Management

- Work within the approved GPO spirit wear budget.
- Obtain and compare vendor pricing to help ensure the school receives competitive pricing and quality merchandise.

- Track the cost of merchandise, shipping, setup/design fees, and other related expenses.
- Recommend selling prices that appropriately cover costs while supporting fundraising goals.
- Maintain clear records of purchases, sales, expenses, and anticipated proceeds.
- Coordinate with the GPO regarding payments, reimbursements, deposits, and financial reporting.
- Avoid placing orders or making financial commitments without the appropriate GPO approval.

Orders, Sales & Distribution

- Coordinate spirit wear ordering periods and communicate deadlines to families.
- Manage online and/or in-person sales in partnership with approved vendors.
- Review orders for accuracy and help resolve missing, damaged, or incorrect items.
- Organize merchandise for efficient distribution to students and families.
- Coordinate spirit wear sales tables at school events when appropriate.
- Recruit volunteers to assist with larger sales, sorting, or distribution days.

Promotion & School Spirit

- Create excitement around new spirit wear launches and special merchandise.
- Partner with the GPO to promote sales through newsletters, flyers, social media, and school communications.
- Encourage participation in Spirit Days and other school-wide activities.
- Look for creative ways to make spirit wear something students and families are excited to wear!

Collaboration & Communication

The Spirit Wear Coordinator will work closely with the **GPO and school administration, vendors, and parent volunteers** to keep the program organized and successful. Monthly updates should be provided regarding inventory, upcoming orders, expenses, sales, and any recommendations for future merchandise.

What Makes an Awesome Spirit Wear Coordinator?

No special experience is required! A great coordinator is **organized, dependable, enthusiastic, budget-conscious, and excited about building school spirit.** Creativity and an eye for fun merchandise are definitely a plus.

Most importantly, this role is about creating another way for students, families, teachers, and staff to celebrate their school community. **Every T-shirt, sweatshirt, hat, and school-spirit item helps bring us together—and lets everyone show just how proud they are to be part of our school!**