



Membership Coordinator Position Description

The Membership Coordinator of Mt Carmel Tennis Club is charged with managing the club membership and participation offerings. This includes working with the committee and relevant club people to establish a working membership model as well as administering the registration and invoicing process.

Desirable Attributes

The Membership Coordinator should:

- Have a friendly and approachable manner
- Be a dedicated club person
- Be organised and an efficient worker
- Be computer savvy
- Be an excellent communicator
- Maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer's Working With Children Check or equivalent

Responsibilities

The general responsibilities of the Membership Coordinator are wide and varied. They may include, but are not limited to the following responsibilities:

Administrative responsibilities

- Develop a suitable membership offering for the club
- Update the membership forms and distribute as required
- Provide different opportunities for people to register and pay their club membership
- Ensuring all players are registered on revSPORT and MyTennis if relevant

Meetings, communication and key relationships

- Be the first point of contact for all prospective members
- Maintain a close relationship with the President and Treasurer to ensure the club its meeting its membership targets
- Provide a monthly membership report to the committee
- Liaise with Treasurer to ensure alignment of membership fees and payments

Other

- Be a signatory on the club bank account/s if required

If at any stage the Membership Coordinator becomes aware of a personal conflict of interest, real or perceived between themselves, the club or team selections, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.



The estimated time commitment required as the Membership Coordinator is 2 hours per week.