

## **Pickleball Kelowna Club**

### **Membership Coordinator - Job Description**

**Sept 2016**

Attend Club board meetings with other directors as required.

Prepare plans for beginner clinics and recruit other members to assist.

Work with Clinic Coordinator on scheduling Beginner clinics throughout the outdoor season for some Tuesday evenings or other date(s). Scheduling to be prepared in advance to allow Clinic Coordinator to plan out schedule for review and approval by board at spring meeting.

Plan meet and greet events for new members and communicate with Vice-President to publish dates/information on website/newsletters/bulletin board as needed and with adequate time to prepare such notices.

Receive/field emails from new or potential members regarding beginning lessons.

Prepare and distribute welcome emails to all new registered Club members as per list(s) received from Secretary.

Other duties as assigned from board meetings.

Represent Pickleball Kelowna Club both in the community and beyond.

Terms of office - two years October 1st to September 30th