

The Peak to Peak Pickleball Club is a 501(c)3 non-profit organization. We promote the sport of Pickleball in Chaffee County through recreational play, education, training, and amateur competition.

Job Description

MEMBERSHIP DIRECTOR

Term: Elected by the general membership as a board member. Elected to the membership director position by the board members. Board positions are 3-year terms. Board jobs are one year terms. You may stand for re-election for board positions and board jobs.

Responsibilities:

- Reviews the accuracy of the online membership roster.
- Monitors the Wild Apricot membership e-mails, and edits e-mail templates and content, as needed.
- Monitors and approves pending memberships via WA mobile app/computer program
- Promotes club membership.
- Provides leadership assistance to the following committees:
 - Social Committee
 - Lost and Found Committee
 - New Player Communication Committee
- Manages input from the on-line Membership portal:
 - Receives notification when a new membership requires approval
 - Manages the membership renewal process
 - Extracts statistical information regarding the membership, as needed
- Responds to queries that come through the P2P website regarding membership and community, as appropriate
- Reviews the Members section on the website quarterly and updates, as needed.
- Manages waivers on the website for annual signing
 - Sending e-mail telling members to re-read and accept
 - Monitoring to be sure waivers are accepted
- Receives off-line donor contact information from treasurer or fundraising chair and inputs it into WA contacts
- Monitors Pending Memberships/Renewals via WA mobile app or website