



**TITLE:** Membership Intern  
**PERFORMANCE PROFILE SOURCE:** Intern  
**DEPARTMENT:** Administration  
**REPORTS TO:** Membership Coordinator

**PRIMARY FUNCTION:**

Under the supervision of the Membership Coordinator, works at the front desk serving all Club members 3<sup>rd</sup> grade and above, focusing on membership recruitment and retention, program tracking and reporting and family support and assistance.

**KEY ROLES (Essential Job Responsibilities):**

- Serves all Club members 3<sup>rd</sup> grade and above
- Assists with accepting and making Club phones to families and community donors
- Assists in tracking membership recruitment and retention
- Assists with tracking programming and minor reporting
- Assists with answering family questions regarding permission slips, membership, programming, etc.

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by:

\_\_\_\_\_  
Incumbent Date

Reviewed by:

\_\_\_\_\_  
Center Director Date