



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 3rd 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 3rd 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