



Position Description - draft

Title: Membership Officer

About: Responsible for the recruitment and induction of new members and retention of existing members.

Reports to: Secretary

Responsibilities:

- Analyse and monitor membership data, in addition to arranging data in an understandable format. Implements relevant strategies based on membership data.
- In charge of implementing recruitment strategies.
- Liaising with schools to form relationships and recruit new members (such as Knox and PLC).
- Working with marketing officer to develop recruitment plan.
- Ensure new members are inducted in a manner that allows a smooth and efficient transition into their role at the club. This includes providing: club member handbook, position description, administrative systems, contact details etc.
- Implements retention strategies relevant to the current climate of the club. This includes educating club leaders how to lead effectively, performance appraisals, member recognition/engagement/support, YIPS.
- Working alongside club captain to implement retention strategies.
- Conduct exit interviews on past members to gain feedback on the club and member experience.
- Follow up lapsed memberships to re-recruit.

Committees: • Is a member of the management committee.

Qualifications: • Be a member of Whale Beach Surf Life Saving Club Inc.

Skills:

- Strong data analysis capabilities.
- Can maintain confidentiality on relevant matters.
- Time management and organisational skills.
- Able to communicate on a genuine and personable level with all ages and genders.
- Sound understanding of club culture.
- Management abilities.

Date: 1 Feb 2017