

# Job Description

**Title:** Member Services Administrator

**Reports to:** General Manager

## **Summary of Position:**

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Provides a wide variety of services to support staff and year-round Club operations as well as special and seasonal events of member committees.

## **Duties & Responsibilities:**

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- Keeps and controls the club master calendar.
- Maintains and updates club website, eblast, and club newsletter.
- Assist committee chairs with planning and implementing procedures and events.
- Coordinate the sale of memberships.
- Assemble new member packets after membership chair/board approval.
- Host new member brunches
- Assist with the planning of all club functions. Keeps an accurate history file of each event; writes follow up correspondence.
- Completes, files, and obtains required permits for clubhouse and events.
- Manage all correspondence-answer letters, send letters and bulk mailings. Update memberships in Yacht Club directories.
- Acts as back up receptionist when necessary.
- Order and log all harbor permits and licenses by the county for special events and races.
- Build club events in the Jonas Activity Module with all relevant information. Print all the event orders and distribute to staff.
- Develop flyers for club events and all social media accounts.
- Keeps in contact with members and ensures positive reactions.
- Communicate with Race chairs on needs for Club races.
- Completes monthly inventory of Ship's Store
- Maintain neatness, appearance and organization of Ship's Store.

- Works on special projects as assigned by the Club.
- Keeps and organizes password and keys to the building.
- Attends scheduled staff meetings.
- Completes any additional duties assigned by the Club

### **Qualifications:**

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- Be able to communicate and understand the predominant language(s) of our guests.
- Must have a strong knowledge of basic computer programs (word, excel, PowerPoint).
- Possess basic math skills and have the ability to handle money and operate a point-of-sale system.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Be able to safely lift and easily maneuver trays of food frequently weighing up to 20 to 25 pounds.
- Demonstrate strong customer service skills and attitude
- Have a positive, can do attitude, have imagination and vision when helping to create Club member events.

Please submit your resume and cover letter to Russell Miller, General Manager, at [gm@dpyc.org](mailto:gm@dpyc.org).