

**CITY OF MAULDIN**  
**POSITION DESCRIPTION**  
**MEMBERSHIP COORDINATOR**

**GENERAL PURPOSE**

Coordinates memberships of the Mauldin Sports Center, including increasing membership levels, performing cold calls to local businesses to showcase the Mauldin Sports Center, show potential members the benefits of the Mauldin Sports center; performs a variety of skilled and semi-skilled tasks in the addition and retention of members and promotion of the Mauldin Sports Center.

**SUPERVISION RECEIVED**

Works under the supervision of the Sports Center Manager.

**SUPERVISION EXERCISED**

Supervises no employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans and implements marketing strategies for the Mauldin Sports Center

Coordinates membership records and financial data.

Responds to public inquiries about Sports Center programs made by telephone, correspondence, Cold calling local businesses, working City events to showcase the Mauldin Sports Center and showing potential members the sports Center.

Plans and Implements strategies to retain members, increase membership levels and improve membership services.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, keeping membership records,

Wears proper and professional attire that promotes a family atmosphere.

Maintains current skills and knowledge in the proper and safe techniques of exercise equipment usage.

Assists in setting up and taking down equipment for various member activities, prepares facilities for Sports Center program use.

**PERIPHERAL DUTIES**

Works in coordination with the Sports Center Manager.

Serves as a member of various employee committees, as assigned.

Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) High school diploma or GED equivalent, and
- (B) Two (2) years of membership and sales experience; or
- (C) Any equivalent combination of relevant education and experience.

### Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of the equipment, facilities, sales and techniques used in a comprehensive community fitness center.
- Considerable knowledge of customer service skills
- Working knowledge of equipment, materials and supplies used in the fitness industry.
- Working knowledge of first aid and applicable safety precautions.
- Ability to develop, coordinate, and direct varied activities involved in a community fitness center.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to assist with club cleanliness including racking weights, cleaning locker rooms, and club.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand, follow, and transmit written and oral instructions.
- Ability to establish effective working relationships with employees, supervisors, and the public.

## **SPECIAL REQUIREMENTS**

Valid SC driver's license or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs; exercise equipment and wellness equipment.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is regularly required to reach with hands and arms.
- The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.

- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
  - The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
  - The employee regularly works near moving mechanical parts.
  - The employee is occasionally exposed to risk of electrical shock.
  - The noise level in the work environment is usually loud.
- 

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

4/19/21-MGW