

The Pikes Peak Pickleball Association promotes the sport of Pickleball in El Paso County through education, training and amateur competition

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Job Description  
MEMBERSHIP DIRECTOR

**Term:** Elected by the general membership in odd years; serves a two-year term.

**Responsibilities:**

- Reviews the accuracy of the online membership roster.
- Communicates with the membership as needed.
- Promotes club membership.
- Provides leadership assistance to the following committees:
  - Social Committee
  - Court Ambassadors
  - Sunshine Committee
  - Lost And Found Committee
- Manages input from the on-line Membership portal:
  - Receives notification when a new membership requires approval.
  - Manages the membership renewal process.
  - Extracts statistical information regarding the membership, as needed.
- Communicates with the nametag maker to create nametags for new members
- Responds to queries that come through the PPPA website regarding membership and community, as appropriate.
- Prints and distributes updated marketing cards to the membership and new lessons teams
- Reviews the marketing card in April for updates, as needed.
- Initiates an e-blast in April soliciting for board position nominations, as needed.
- Conducts New Member Orientations.
- Reviews the 'Members' section on the website quarterly and updates, as needed.