



# **Muir Lake Community League**

## **Job Description - Membership Coordinator**

Position Title	MLCL Executive Officer (voting position)
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No experience required.

### **Instructions for Membership Coordinator**

- Collects online memberships for Muir Lake Community League;
- Enters honorary and executive memberships yearly;
- Prepares information for board meetings on number of memberships sold and any other information;
- Maintains a master membership online;
- Save a PDF report of membership list yearly on the shared drive;

### **Perks for Membership Coordinator**

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding Ham and Turkey BINGOs).