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# Example of Membership Job Description

Our company is growing rapidly and is looking for a membership. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for membership

* Sign up people for internal programs, including Jumpstart, Fitness Assessments, Personal Training and Parisi
* Update and maintain membership changes within the membership system
* Work with vendors to help ensure their membership lists reflect accurate HPG member data
* Assign Global Locator Numbers for HealthTrust members
* Work with HPG Webmaster to ensure membership lists are posted and saved in the appropriate vendor areas on the Member Portal website
* Generate and communicate new member announcements and member eligibility letters to HPG contract vendors
* Generate and maintain Global Locator Numbers for HealthTrust members
* Work with Webmaster to ensure membership lists and GPO AC letters are published and up to date on the Vendor Portal website for contract vendors and HPG employees
* Develop goals and action plans with the Health Club Manager for membership retention and opportunities
* Solicit and sell club memberships

## Qualifications for membership

* Professionalism, discretion, and confidentiality in all matters of staff and donor privacy
* Normal work week would be Tuesday - Saturday
* Create and execute social gatherings at the club
* Complete monthly membership audits
* Must have the ability to work independently, multi-task, handle changing priorities, meet deadlines, follow up on outstanding items and maintain a positive attitude with limited daily supervision
* Strong interpersonal skills are necessary to build and maintain a good working relationship with membership base and other team members