

COORDINATOR-MEMBER SERVICES  
(Rye City Golf Club)

GENERAL STATEMENT OF DUTIES: Develops, implements and promotes activities for the members of the club; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Business Administrator or Manager, the incumbent is responsible for the provision and coordination of special programs, services and leisure activities for all ages of the members of the club. The Coordinator acts as liaison between various departments of the club to ensure coordination of efforts for events. Provides administrative assistance to staff as needed. Supervision may be exercised over clerical and pool staff.

EXAMPLES OF WORK: (Illustrative Only)

Plans, promotes and generates enthusiasm and interest for the club's diverse social programs;

Arranges classes for members on a wide range of topics. Acts as liaison between departments for coordination of services;

Assures that an effective program of recreational/educational events for members and guests is on-going;

Maintains a history file of events and tracks success of all membership activities;

Develops procedures for processing member's applications and insures that established policies are adhered to;

Conducts orientation programs for new members;

Recruits, trains and evaluates staff according to club procedures; Trains staff on an on-going basis on providing customer service to members;

Supervises pool operation regarding fees, lessons, schedules, etc.;

Maintains and updates club's database of members' files;

Prepares club newsletter and flyers, informing members of scheduled events and programs;

Provides administrative assistance to staff as needed.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Good knowledge of activity planning and development; good knowledge of program evaluation techniques; good knowledge of methods used in the provision of customer service; ability to carry out administrative assignments; ability to deal effectively with all staff levels, officials and general public; ability to develop and maintain good working relationships; ability to speak and write effectively; resourcefulness; initiative; tact; good judgment; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree in Education, Recreation, Leisure Studies or closely related field; or (b) An Associate's Degree and two (2) years of work experience where the primary responsibility was the planning and development of social and/or recreational programs for participants; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

SPECIAL NOTE: Only experience gained after attaining the minimum educational level indicated in the minimum qualification will be considered in evaluating experience.