

Position: Membership Coordinator

Board Meeting Location:

Whole Foods Market
353 E Broadway
Eugene, OR 97401

Board meetings: 2nd Saturday of every month, 10am-12pm
Expected Service Length: August - June

General Requirements

- Computer with internet access
- Knowledge of Google Drive and Google Email
- Ability to receive/send text messages
- Facebook account (or willingness to create one to communicate with our private board group and the secret Tiny Tots group)
- Good organization and communication skills
- Ability to multitask and follow through

Tiny Tots provides a work Google email account with access to Google Drive

All Board Members

- Attend most monthly board meetings
- Complete the meeting notes related to your role for every board meeting
- Fulfill responsibilities in a timely manner specific to your role
- Communicate with the board to brainstorm, solve problems, help each other, etc.
- Help with member orientation, open house, events and fundraisers as needed
- Give tours as needed
- Open/close/clean the site as needed
- Attend 2 board meetings in August to prepare for opening TT in September - 1 meeting is to physically set up the site
- Help take down TT in June (ideally twice - at the beginning of your time on the board and at the end of your year on the board)

**Position Specific
Requirements**

- Respond to email and voicemail inquiries (the same day if possible)
- Schedule and give tours (the same week if possible)
- Help get new members signed up (tour, payment, sign up for duties)
- Manage the member roster/spreadsheet, and enter data as necessary
- *Our new online registration form will automatically fill in the spreadsheet data
- Manage the dropped members' list
- Manage and update all membership information: forms, handbook, etc.
- Print registration forms and member handbook for member orientation in September
- Utilize members to help with tours for volunteer duty and email volunteer coordinator when they have completed duty.