



Panther Valley Golf & Country Club

Panther Valley Golf & Country Club is searching for a Membership Coordinator to join the team. This individual will be on the front lines engaging with current and prospective Members on a daily basis. With a growing membership and updates underway through the property it has never been a better time to join the team at PVGCC.

Job responsibilities will include engaging with both prospective and current members, communications and member events.

Prospective Members

- Produce membership kits for recruitment efforts
- Follow-ups on telemarketing efforts, member referrals, leads from staff, online leads, ect.
- Conduct tours for prospective members
- Ensure that established procedures for processing prospective members' applications are consistently followed and that new members understand the privileges and costs of becoming a member.
- Conducts orientation program for new members

Current Members

- Personally meets each club member and instills confidence that the club is operated in the best interest of the membership
- Is present during club operating hours and events to assist in meeting and greeting members and guests
- Effectively responds to member comments in accordance with club standards, policies and rules; use ideas, feedback and suggestions to continuously improve the services provided to members.
- Responsible for maintaining confidentiality of all member information

Communications / Member Events

- Coordinate development of the social activities and social calendar of the club
- Promoted club activities using newsletters, flyer placement, direct calls and other means
- Oversee the production of each event and be present to interact with members
- Track the success and overall performance of all membership activities