

## **Position Title *Membership Coordinator***

*Position Description (Summary)* Are you a People Person? Do you love to inspire others? Would you like to use your organizational and communication skills to make sure volunteer team managers have the information they need to help students develop and use their imaginations to improve our world?

### *Position Description*

The *Membership Coordinator* will be the organized point of contact for communicating with current and potential memberships, reminding them of upcoming deadlines and trainings, making sure teams are registered for events and fees are paid. He/she will field questions about DI from memberships and will need a good working knowledge of Destination Imagination or willingness to learn. Responsibilities include managing and updating the membership database, matching teams with regions and events, and assisting in planning information events, workshops, and tournaments.

### *Primary Duties*

- Liaison with Affiliate Director and DI Headquarters
- Keep up to date lists of all memberships and their coordinators
- Inform local coordinators and team managers of informational meetings, trainings, workshops, and tournaments and how to register for events
- Make sure all coordinators and/or team managers know how to purchase a Team Pack
- Be the first point of contact for memberships and team managers to answer procedural, program questions, and general inquiries from the affiliate website
- Inform Affiliate Director the team count for each level of each challenge
- Remind local coordinators and team managers of their responsibility to provide appraisers and volunteers for tournament duties
- Maintain database of registered teams, invoice teams and follow up on payments
- Make sure Tournament Directors have complete information on registrations for tournament schedule
- Send tournament schedule, map, directions, and letter to all local coordinators and team managers and post them on the MTDI website
- Assist Tournament Director in preparing registration and scoring packets for tournament
- Help at registration table and trouble shoot at tournaments
- Offer input to the State Board of Directors

### *Interest Area*

Enjoys organization and creativity

Able to work independently

Likes working with others to make sure they have a successful program year

*Location:* Montana preferably Gallatin Valley

*Date:* August - April hours will be flexible but average 1 - 2 hours per week.

*Age of Suitable Volunteers:* 21+

### *Required Skills/Qualifications (Training Requirements)*

- Computer Skills especially MS Office
- Phone and e-mail connectivity
- Must be able to communicate professionally
- Strong organization, management and communication skills
- Must be able to work effectively and respectfully with adults and children
- Positive, enthusiastic personality
- Flexibility and willingness to learn new skills

### *Specific Skills*

Working knowledge of MS Office including Word, Excel, and Publisher