

This is Exmouth Rugby



Membership Secretary - Juniors

A community club is nothing without its members. That's why the role of Membership Secretary is so important. You report to the Club Membership Secretary and liaise with the Chairman of Junior Rugby. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves. Your work will help the club prosper for years to come.

You'll need to be:

Well-organised

Friendly and approachable – you'll be a key contact for the parents / guardians of our young players.

Have good attention to detail

Good with numbers

Full of bright ideas to attract new membership

IT literate

What you'll do:

Manage everything to do with memberships of the juniors, including types, subscriptions, renewals and income

Take the lead on promoting new membership in the Juniors.

Work with the Club Membership Secretary to keep the membership database up-to-date

Ensure membership fees are paid and records kept

Create and deliver a plan for recruiting new members, with the support of the Club Membership Secretary

How much time it will take up:

Around 1-2 hours a week. More at the beginning of the season

What you'll get out of it:

You'll meet a wide range of people with one thing in common – loyalty to their local rugby club in encouraging young people to play and enjoy rugby. It's a socially rewarding post to hold. Encouraging support helps bring the community and area together, ultimately making it a nicer place to live.

Contact the Club Membership Secretary if you are interested.

Teamwork Respect Enjoyment Discipline Sportsmanship