



Director of membership & communications

Pickleball NB

Duration: 2-year mandate

POSITION DESCRIPTION

TO APPLY

PHONE
506-476-9855

WEBSITE
www.pickleballnb.com

E-MAIL :
Pbnb.membership@outlook.com

Position overview:

The Director of membership will oversee the promotion of pickleball in the province of NB and will offer support to members and clubs.

Role and responsibilities:

- Help members join or renew their membership on Pickleball Canada.
- Assist the Treasurer with the rebate program by providing the summary of the membership per club each January.
- Offer support to new club and give information regarding the affiliation program.
- Keep all pertaining documents regarding affiliated club.
- Assist to monthly PNCS meeting and administrate the account of Pickleball NB on the Pickleball Canada website.
- Educate members regarding different program or other pertinent information.
- Help Admin PBNB with PCNS
- Offer support and information to clubs and members and work to increase membership.
- Work with non-affiliated club and non-member to promote the benefit of membership.
- Update social media & website for Pickleball NB

skills:

- Have good communications skills in both official language.
- Have very good computer skills.
- Have good knowledge of social media & website management.

Other:

The Director of membership shall not receive any monetary compensation for his/her/it role as member of the PBNB Board of Director.

The terms of office are set at 2 years and no more than 2 consecutive terms