Position Description for the Membership Coordinator

The Membership Coordinator is responsible for all communication to the general members and drivers of GUARD Dogs, including weekly email updates and announcements. The Membership Coordinator will manage the weekly sign-up for drivers and supervisors to make sure the program is fully staffed for each night. The Membership Coordinator will work with the Risk Manager to create a training program for drivers and supervisors, and administer the training to all members. They will update the program roster and maintain records of driver trainings and documents (licenses, insurance, etc). The Coordinator will be in charge of recruitment and retention activities for the program.

Specific duties:
- Perform training sessions for all members
- Coordinate the weekly sign-up of drivers
- Update the membership roster and required documents records
- Coordinate Involvement Fair tabling
- Recruit new members