

JOB OPPORTUNITY

POSITION: Assistant Membership Director – Southern Boone Area YMCA

SALARY: Salary Range \$43,955 – \$65,933, includes full benefits **APP. DEADLINE: 03/31/26**

SHIFT: This is a full-time, exempt position that requires a high level of commitment that may include early morning, daytime, evening, and some weekend hours. Minimal travel is expected.

QUALIFICATIONS:

Under the direction of the Membership Director, the Assistant Membership Director is responsible for maintaining all membership and outreach applications and records. In addition, he/she must, along with the Membership Director, act as the membership systems liaison for the association and provide all necessary coordination, audits, and training to all staff as deemed necessary. A Bachelor's Degree in a related field preferred or equivalent combination of education and experience preferred. Ample experience in membership recruitment, sales, and the ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community is required. He/she must display good judgement in dealing with the public and staff regarding all membership functions. Serving as a liaison for membership program/software, must be knowledgeable and proficient in all functions of membership program/software. In addition, he/she must be familiar with Microsoft Office, marketing platforms/software, highly organized, and be able to produce quality results for multiple projects simultaneously.

START DATE:

April 2026

DIRECT ALL APPLICATIONS TO:

Southern Boone Area YMCA
Attn: Branch Director
405 South Main Street
Ashland, MO 65010
Or Email to: kbatye@jcmca.org

