



PEGCITY STEPPERS

Job Description



Membership Director

Position Title: Membership Director

Location: Remote

Commitment: 20hrs per Month

Term: 2 Years

Reports To: Executive Director

Compensation: Voluntary with Benefits (Refer to the Benefits Section)

Business need

We are seeking a **Membership Director** to play a key role in growing and maintaining an engaged and active running community. This individual is responsible for member recruitment, retention, and engagement, ensuring that all members feel welcomed, supported, and connected to the club's mission. The ideal candidate is passionate about running, community-building, and fostering an inclusive and supportive environment for runners of all levels.

What you need to know about the team

Pegcity Steppers is a community-focused, non-profit organization dedicated to promoting physical wellness, mental well-being, and community engagement through running, walking and fitness. We offer programs and events designed to bring people together, build healthy habits, and support a welcoming and inclusive environment. Pegcity Steppers is in its 5th year of operation and seeking to expand our reach and services offered.

About the job

Essence of the role:	Examples of projects candidate will be working on:	Impact of the role to the organization's collective success
<ul style="list-style-type: none">• Develop and implement strategies to recruit and retain club members.• Manage and maintain the club's membership database, ensuring accuracy and confidentiality.• Welcome new members and facilitate onboarding, including orientations and introductory resources.	<ul style="list-style-type: none">• Organize membership drives, referral programs, and incentives to encourage engagement.• Work closely with the Events & Race Director to coordinate member-exclusive events and social gatherings.• Gather member feedback through surveys and discussions to improve club offerings.	<ul style="list-style-type: none">• Represent the club at community events, races, and outreach initiatives to attract new members.• Ensure that the club remains inclusive, accessible, and aligned with its mission and values.• Be an Ambassador: Represent the club's values, mission, and goals while maintaining a positive image in the local community.

Roles and responsibilities	Skills and experience
<ul style="list-style-type: none"> • Manage and maintain the club's membership database, ensuring accuracy and confidentiality. • Organize and celebrate member birthdays and quarterly birthday parties. • Work closely with the Events & Race Director to coordinate member-exclusive events and social gatherings. • Gather member feedback through annual end of year surveys and discussions to improve club offerings. • Represent the club at community events, races, and outreach initiatives to attract new members. • Ensure that the club remains inclusive, accessible, and aligned with its mission and values. • Assist with leading initiatives such as the book club, planning monthly activities or new reads. 	<ul style="list-style-type: none"> • Strong interpersonal and communication skills, with the ability to connect with diverse groups. • Experience in community engagement, membership management, or customer relations. • Ability to manage databases, CRM tools, and email marketing platforms. • Organizational skills with the ability to manage multiple initiatives simultaneously. • Problem-solving skills and the ability to foster a welcoming club culture. • Familiarity with social media and digital communication to engage members.
Benefits	
<ul style="list-style-type: none"> • 1 Pegcity Steppers branded Board Member T-Shirt • Entry to 1 race of your choice within the term of service under or up to a \$70 value. 	

- The opportunity to make a tangible impact on the health and wellness of the community in Winnipeg.
- Opportunity to give back to the community and inspire others.
- Work in a flexible, supportive environment, with the ability to make a meaningful contribution to an active, vibrant community.
- Networking opportunities with other community leaders, local businesses.

Expression of Interest

If you are interested in serving in this role for a 2-year term, please apply using the following link [Volunteer Opportunities | Pegcity Steppers](#).