

United States Polo Association (USPA)

USPA Membership Administrator:

The United States Polo Association's Membership Administrator will provide administrative, organization, communication and problem solving skills, to improve and enhance the productivity and effectiveness of the USPA Membership Department. This position is the staff support function of the USPA Services Department as directed by the USPA Executive Director of Services responding to directives and communication objectives as mandated by the Chairman of the Association, the Board of Governors and the annual budget.

Job Description:

Essential Duties and Responsibilities include the following:

- Provide administrative support for the effective implementation of USPA Member Services
- Administratively perform the following tasks as directed by the Membership and Handicap Manager
 - Daily Office Tasks (i.e. telephone, mail, etc)
 - Member renewals and retention
 - Enter Club and Membership Information updates
 - Enter Handicap Changes
 - Research Foreign Player Handicaps
 - Creation of Member Lists for publication and distribution
 - USPA Annual Member Survey Process
 - USPA Annual Bluebook Production
 - USPA Member and Club Statistical Reports
- Work with USPA Tournament Coordinator to ensure tournament participants are paid and handicapped.
- Work in USPA Member Booth at USPA Tournaments
- Assist in administrative duties for USPA Meetings as directed by ED of Services
- Office vendor coordinator (i.e. equipment, IT, supplies)
- Will be required to perform other duties as requested, directed or assigned.

Onboarding to USPA:

- Will interact with USPA Executive Director of Services and Membership and Handicap Manager in preparation to assume the responsibilities.
- Reports to Membership and Handicap Manager
- Position based in USPA Lake Worth Office Location

Skills/ Requirements:

- Strong organization, internal communication, administration skills.
- Computer proficiency in Microsoft Office Products
- Polo background preferred

Salary Potential

- Position will be full-time hourly

Please email a cover letter and resume to Lindsay Dolan at ldolan@uspolo.org.

Disclaimer:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.
