



— WILLIAMSTOWN —  
**SEAGULLS**  
EST. 1864

### Williamstown Football Club

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🌐 [www.williamstownfc.com.au](http://www.williamstownfc.com.au)

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## Membership Sales

### Volunteer Role Description - Williamstown Football Club

#### **Role Overview:**

Assisting with membership sales at home games and contacting lapsed members regarding membership renewals

#### **Hours:**

VFL home games – approx 2 hours

Non home games – approx 6 hours in total

Or as agreed upon prior

#### **Main Responsibilities:**

- Learning and Knowing the types and prices of all types of Club memberships
- Assisting potential members with advice on memberships products
- Keeping a record of membership purchases
- Providing appropriate membership packs
- Handling and exchanging of money between the register and patrons.
- Packing membership packs
- Outbound calls to lapsed members

#### **Qualifications and Skills:**

- Use of an Eftpos Machine for Credit/Debit Card Purchases
- Cash Handling
- Knowledge of Square POS system desirable but not mandatory
- Background in sales desirable but not mandatory
- Strong communication skills

## Emergency Contacts

<b>Volunteers Coordinator:</b>	Mandy Drew Ph: 0400 016 167
<b>Match Day Contact:</b>	Lee Herrick , Membership & Merchandise Manager Ph: 0407 342 577