

# SCTPC Communications Director

## Summary:

Responsible for managing internal and external communications for the Sun City Pickleball Club. Work with club members, board members, the Sun City CA communications staff and local media to raise the visibility of pickleball throughout the community.

## Primary Responsibilities

Develop publications such as newsletters, releases, eblasts, online announcements, brochures and special projects. Currently, these include:

- Monthly Kitchen Talk, the Official Pickleball Newsletter for Sun City Texas
- Weekly or special editions of Pickleball Newsflash
- Responding to club emails
- Monthly article and photo submissions to Sun Rays (updating as needed)
- Input to NRO bulletins, if required

Manage/Update the Pickleball Club's microsite:

- Update and add calendars, newsletters, photos, Volunteers of the Month, etc. as required.
- Set up member surveys to be conducted through the microsite, as requested by the board.
- Set up yearly club elections to be conducted through the microsite.

Attend monthly SCTPC Board Workshops as a voting board member.

## Additional Duties

- Assist with development of club procedures (e.g. Volunteer of the Month procedures, Ball Machine Reservation procedures, League procedures).
- Manage and post updates to SCTPC Facebook page