

Title
Clubhouse Member

Job Summary

The Clubhouse member shares the responsibility for the planning of the work ordered day and member daily activities.

Primary Work Sites

Work sites will depend on the programs planned and the location of the activity.

Minimum Qualifications:

The Clubhouse members:

- Must meet the membership qualifications of the HansonHouse TBI Clubhouse.
- Endorses the vision and mission of HansonHouse TBI Clubhouse.
- Performs duties as assigned.

Duties:

Supervising and Evaluating Operations

The Clubhouse member:

- Accepts responsibility for the day-to-day activities.
- Assists in the scheduling of the day-to-day work of the clubhouse.
- Follows the rules of the Executive Board.
- Works with Executive Director and Clubhouse Manager to follow operational procedures.

Representing HansonHouse TBI Clubhouse to the Community

The Clubhouse member:

- Serves as the ambassadors to the community for HansonHouse TBI Clubhouse.
- Builds enthusiasm for HansonHouse TBI Clubhouse programs.
- Promote attendance at all events and encourage contributions.
- Recruits new members.

Grants and Funding

- Supports HansonHouse TBI Clubhouse activities.
- Participates in fund-raising efforts.

Policy approved: _____ Executive Director: _____ Executive Board President _____
Date and Initials for revisions _____