**Job Title: Lakeshore Tennis Club Manager**

 **(30 hours/week)**

# Position Description:

Responsible for general oversight and management of the Lakeshore Tennis Club, member services, administrative services, as well as event organization and tournament facilitation.

# Position Duties/Responsibilities:

* Member services, including excellent member experience, prompt response to inquiries and resolution of member complaints;
* Manage day to day operations of tennis club;
* Promote tennis play and social interaction;
* Facilitate new member orientation;
* Oversee tennis leagues & programs;
* Assist with planning, organizing and running tennis tournaments;
* Communications to membership, including league/program details, tournament information, social events, club news, etc.
* Administrative duties, including memberships, website updates, merchandise sales, equipment rental, etc.
* Provide oversight and direction to the Facilities Club Manager;
* Liaise with Tennis Saskatchewan regarding tennis professionals, programs and tournament.

# Skills/Abilities:

* Management/Leadership experience
* Customer service experience
* Experience running sporting events/tournaments
* Strong communication skills (oral & written)
* Proven initiative
* Professionalism
* Excellent decision making & problem solving skills
* Good organization skills
* Business certificate, diploma or degree is preferred; will consider work experience in lieu
* Athletic background to assist with on court children’s program’s would be helpful.

# Remuneration

$20 - $25/hour (based on experience)