



## **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)