

## **ANCASTER ROGERS TENNIS CLUB – WINTER TENNIS CLUB COORDINATOR**

The Club Coordinator at ATC contributes to the success of the winter club operation. The Club Coordinator is the friendly face of ARTC to club members and the public visiting ARTC. The Club Coordinator works closely with the club tennis professionals and reports to the Director of Tennis Operations.

### **TASKS AND RESPONSIBILITIES:**

#### **Membership**

- daily monitoring and management of current and new club memberships
- assist people in membership applications, as required
- mail out / distribute / resolve issues with members proximity cards

#### **Court Usage & Monitoring**

- monitor court bookings and usage as per court booking system
- monitor court fees and guest fees, as applicable
- assist members with court booking system
- resolve and escalate issues with court booking system

#### **Club Communications**

- Greet club members and guests
- thorough understanding of club programming
- provide club information to members and prospective members
- monitor club email and respond to general club inquiries
- send out communications on clinics and leagues as directed by Director of Tennis Operations
- assist Director of Tennis Operations during social and special tennis events
- help in management of club social media platforms
- Escalate any issues to supervisor, as required

#### **Clubhouse & Court Responsibilities**

- monitor activity in clubhouse
- keep clubhouse and courts clean and orderly, empty garbage, recycling and green bins. Empty garbage receptacles on court on a regular basis.
- take necessary action to resolve any computer problems
- Ensure all activities are conducted in adherence with club health and safety policies

**Administration Responsibilities**

- invoice tracking
- order supplies as needed
- other general clerical duties, as assigned.

**Job Requirements**

- Excellent communication and people skills
- Well organized
- Able to work well with all club members, tennis professional and guests
- Proficient with technology
- Interest in tennis an advantage

**Hours of Work: 15 hours / week**

**Start date: September 15, 2022**

**End date: April 30, 2023**

**Rate of Pay: \$20.00 / hr**

**To Apply:** Send resume to Helen Saunders, Vice President at [helenisaunders@outlook.com](mailto:helenisaunders@outlook.com)