



THE ° CALGARY ° TENNIS ° CLUB

Club Coordinator

The Calgary Tennis Club is a unique, historic club, founded in 1889. It is located just west of downtown Calgary. It hosts nine tennis courts, pro shop, full-service kitchen and clubhouse. We are looking for energetic, outgoing people who would enjoy working in a sports oriented environment.

Role Description:

Your role is to assist the club manager in providing a variety of services to over 700 members of our club such as:

- Explaining club services and membership options to prospective members (and enticing them to join!)
- Providing exemplary customer service and being “the friendly face” of the club to members and guests
- Assisting and making recommendations to members purchasing tennis programs and equipment
- Managing club Round Robins and assisting with other club leagues, social events, special evening dinners and tournaments
- Kitchen duties, including but not limited to: handling kitchen transactions, taking orders, preparing food, bussing, washing dishes and cleaning all kitchen materials
- Office admin duties, including but not limited to: membership and programming data entry, phone answering, social media updates, cash till management
- Grounds maintenance duties, including but not limited to: mowing, watering plants, court maintenance, general cleaning to ensure the clubhouse is tidy and presentable

Qualifications:

CTC is the greatest place to be in the summertime. If you believe you meet the following qualifications, please email your resume and cover letter to manager@calgarytennisclub.com

- Social, outgoing, proactive personality
- Ability to work with a wide variety of members, staff and Board of Directors
- Clean and organized, and a strong ability to multi-task
- Reliable and flexible (able to work a combination of evenings and weekends)
- You will be able to **start work May 1st until September-October**
- Customer Service experience in a Sports and Recreation environment a huge asset!
- Kitchen/cooking experience a huge asset!
- First Aid certification, ProServe certification and/or Food Safety Training are all pluses!
- OPTIONAL: it would be preferable if you played or were at least very interested in tennis as a whole!