

Wards Island Tennis Club Coordinator

Ward's Island Association Clubhouse
20 Withrow St, Toronto, ON M5J 2C4

Wage: \$20 per hour

Job Type: Contract from May through September. Part-time, Flexible Hours (average of 5 to 10 hours per week)

About Us:

Wards Island Tennis Club is a community club for tennis enthusiasts of all ages and skill levels. Nestled on Wards Island, our club boasts a vibrant community atmosphere. We are dedicated to providing exceptional tennis experiences and fostering a love for the sport among our members.

Position Overview:

We are seeking a dedicated and organized individual to join our team as a Tennis Club Coordinator. This part-time position will primarily focus on managing administrative tasks to ensure the smooth operation of the club. The ideal candidate will have excellent communication skills, strong technical skills to manage our club management software and other online tools, excellent attention to detail, and a passion for tennis. This role reports directly to the Tennis Co-Chairs.

Responsibilities:

1. Membership Management:

- Respond to member inquiries via email or online forum in a timely and professional manner.
- Maintain accurate records of membership data in our Court Reserve software, including renewals, cancellations, waitlist, and inquiries.

2. Event Coordination:

- Coordinate with the Tennis Co-Chairs and Club Professionals to plan and organize club events, tournaments, and social gatherings.

- Coordinate logistics such as scheduling, court reservations, and participant registration.
- Ensure effective communication with members regarding upcoming events and activities.

3. Team Management:

- Facilitate communication between the club, team captains, and tennis professionals regarding team matches and schedules.
- Provide administrative support during league play and competitions when held on Wards Island.

4. Communication & Administration Management:

- Serve as the primary point of contact for club-related inquiries from members, staff, and external parties.
- Manage club email accounts and respond to messages promptly and professionally.
- Coordinate communications with the club's tennis professionals and maintenance manager as needed.
- Assist with general administrative tasks such as filing, data entry, and document preparation.
- Update the tennis website as required

Qualifications:

- Strong technical proficiency to manage our court and member management software, website updates, email, and online forums
- Previous experience in a customer service or administrative role
- Knowledge of tennis and familiarity with club operations is preferred
- Excellent communication skills, both written and verbal.
- Strong organizational abilities and attention to detail.
- Ability to work independently and prioritize tasks effectively.
- Flexible schedule, including availability on evenings and weekends as needed.

If you are passionate about tennis and possess the skills to excel in this role, we invite you to apply by submitting your resume and cover letter detailing your relevant experience and availability. Join us in fostering a vibrant tennis community at Wards Island Tennis Club!

Please send your application to the tennis chairs, Shaunna and Lacey, at wiamembertennis@gmail.com Applications will be accepted until Monday 18 March 2024. Interviews and reference checks may be required.