



Club Coordinator Position

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 excel in a sports-oriented customer service environment.

Role Description:

Your role is to assist the club manager in providing a variety of services to members of our club, including:

- Providing exemplary customer service to members and guests
- Explaining club services, programs, and membership options to prospective members and encouraging them to join
- Managing club Round Robins and assisting with other club leagues, social events, special evening dinners and tournaments
- Assisting and making recommendations to members purchasing tennis programs and equipment
- Kitchen duties, including but not limited to: handling food 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
- Cleaning duties including wiping surfaces, cleaning messes and light bathroom cleaning.
- Taking initiative and going beyond the daily duties to ensure the smooth operation of the club.

Requirements and Qualifications:

- You must be able to **start work beginning May 1 until beginning of October**
- Social, outgoing, proactive personality
- Staff must be 18 or older as our kitchen serves alcohol.
- 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)
- Customer Service experience in a Sports and Recreation environment a huge asset
- Kitchen/cooking experience a huge asset
- ProServe and Food Safety certification will be required if hired. First Aid certification is a plus.
- Tennis experience is an asset.

CTC is the greatest place to be in the summertime. If you believe this is the role for you, please email your resume and cover letter to manager@calgarytennisclub.com by **March 31, 2024**.