



Winnipeg Lawn Tennis Club

Winnipeg Lawn Tennis Club (WLTC) in Winnipeg, Manitoba is seeking a Club Manager to join their team. The WLTC is a non-profit sports organization founded to promote, develop, and organize the game of tennis. Located in Wildwood Park area, WLTC has 11 outdoor courts and offers various tennis activities to its Members.

Responsibilities

- Ensure a high level of Member and guest tennis experience.
- Manage the activities for season opening in Spring and closing in Fall
- Ensure Club opening and closing on a daily basis
- Process membership applications and introduce new members to the Club
- Coordinate the facilities and grounds maintenance, including, but is not limited to, windscreens, fences/gates, clubhouse, septic tank, benches/bleachers, equipment, balls, and garbage/ recycling
- Direct, supervise and schedule staff and volunteers on tasks relating to the management of the Club
- Under the direction of the WLTC Board, hire contractors as needed to ensure operations of the Club
- Manage the bar and beverage service and ensure courts are maintained for daily play
- Manage daily financial duties as required
- Assist with communications to Members through the Communications Committee
- Support the WLTC Board, tennis professionals and staff to ensure Member service delivery
- Attend WLTC Board and management meetings as required

Qualifications

- Knowledge of tennis game and industry is an asset
- Experience operating a member club facility or general maintenance experience
- Must be able to develop and maintain relationships with Members and Staff
- Must be professional, articulate, and team- and Member-service oriented
- Must be self-motivated and self-directed
- Able to work independently and as part of a team
- Must be able to take initiative, lead others and resolve conflict
- Must have exceptional communication and organizational skills
- Must be able to negotiate with suppliers and vendors
- Excellent time management skills, with the ability to prioritize and handle multi-task daily activities
- Must have good working knowledge in Microsoft Office and computer skills required

Compensation

WLTC offers a competitive compensation package, commensurate with applicant's qualifications and experience. This is a contract position for the approximate period of May 2017 to October 2017, renewable annually.

Application Process

You may e-mail a cover letter and resume to:

Lillian Wong, President, WLTC Board of Directors
E-mail: info@wltc.ca
Website: www.wltc.ca