

Job Opportunity – Operations Manager
Tuxedo Tennis Club - 370 Southport Blvd.
May- August 2018

www.tuxedotennis.com

The Tuxedo Tennis Club is seeking an Operations Manager for a term position from May 1 to August 31, 2018. The club is run by a volunteer board. The club has six courts with many programs for all age groups.

DUTIES:

- Managing club programs (leagues, tournaments and drop-in play) in conjunction with volunteers
- Managing basic financial aspects of club. Collecting and record keeping of member and guest fees, canteen sales, bank deposits
- Communicating (by e-mail or phone) with members regarding events
- Ensuring an environment of customer service excellence – responding to player requests and concerns
- Maintaining and cleaning club house, grounds and tennis courts
- Ensuring that rules, regulations and emergency procedures are followed; resolving conflicts; completing injury and incident reports
- Coordinating court usage with the Club Professional
- Marketing Tuxedo Tennis Club
- Maintaining Facebook and Club web-site using a content manager

The work hours for this position will be 35-40 hours/week and will involve a combination of weekdays, evenings, and weekends. The schedule will vary depending on weather (closed when raining). The position will require basic First Aid Certification and CPR training.

Experience with managing activity programs and house & grounds cleaning would be an asset; previous tennis experience would be helpful.

Forward your resume or inquiries to tuxedotennisboard@gmail.com

prior to April 12, 2018.