

Job Opportunity - Recreation and Sport Facility Assistant
Tuxedo Tennis Club - 370 Southport Blvd.
May to August, 2021

www.tuxedotennis.com

Tuxedo Tennis Club is seeking a recreation and sport facility assistant for a term position from early May to late August, 2021. The club has one full time Operations Manager and is run by a volunteer board. The clubhouse is staffed weekdays, evenings and weekends.

DUTIES:

- Assisting manager and volunteers with managing club programs
- Collection and record keeping of fees
- Customer service – responding to member requests and concerns
- Maintaining tennis courts and grounds; cleaning club house
- Ensuring that rules, regulations and emergency procedures are followed; resolving conflicts; completing injury and incident reports; following the COVID19 guidelines

Applicant must have good digital skills. The position will require basic First Aid Certification, CPR training and a Smart Choices Serving certificate. Experience with customer service and grounds maintenance would be an asset; some knowledge of tennis would be helpful. The position is suitable for individuals aged 18 to 30 and applicant must be a Canadian citizen.

The work hours will be 30 to 35 hrs/week and will involve a combination of weekdays, evenings, and weekends.

Salary is \$16.00 /hour. Forward an electronic copy of your resume attention: Angela Narth "TTC Application" in subject line nartha@mymts.net **by March 19, 2021.**