

Job Opportunity – Facility Operations Manager  
Tuxedo Tennis Club - 370 Southport Blvd.  
April to September, 2021

[www.tuxedotennis.com](http://www.tuxedotennis.com)

The Tuxedo Tennis club is seeking a Facility Operations Manager for a term position from late April to mid-September. The club offers many programs for all age groups and is run by a volunteer board. The clubhouse is staffed weekdays, evenings and weekends by either the Manager or part-time staff.

DUTIES:

- Managing club programs and planning events in conjunction with volunteers - communication with members
- Managing basic financial aspects of club - collection and record keeping of fees, canteen sales, bank deposits
- Customer service – responding to member 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; following the COVID19 guidelines
- Providing direction to facilities assistant
- Generating and submitting reports using google docs and maintaining club web-site and Facebook using a content manager

Applicant must have good digital skills. The position will require basic First Aid Certification, CPR training and a Smart Choices Serving certificate. Experience with managing activity programs, customer service, and club house & grounds maintenance would be an asset; some knowledge of tennis would also be helpful. Applicant must be a Canadian citizen.

This is an excellent opportunity for individuals aged 20 to 30 to gain valuable management and customer service experience. The work hours will be 35 to 40 hrs/week and will involve a combination of weekdays, evenings, and weekends.

Salary is \$18.00/hour. Forward an electronic copy of your resume attention: Angela North "TTC Application" in subject line [nartha@mymts.net](mailto:nartha@mymts.net) by **March 19, 2021**.

