

Job Opportunity - Recreation and Sport Facility Assistant
Tuxedo Tennis Club - 370 Southport Blvd.
May to August, 2022

www.tuxedotennis.com

Tuxedo Tennis Club is seeking a recreation and sport facility assistant for a term position from early May to late August 2022. 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

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

The work hours will be 30 hours per week and will involve a combination of weekdays, evenings, and weekends.

Salary is \$15.00 /hour. Forward a PDF copy of your resume attention: HR - "TTC Job Application" in subject line tuxedotennisclubjobs@gmail.com **by April 6, 2022.**