

Job Opportunity – Facility Operations Manager
Tuxedo Tennis Club - 370 Southport Blvd.
April to September, 2022

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 tennis 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, Facebook, and Instagram using a content manager

The position will require basic First Aid Certification, CPR training and a Smart Choices Serving certificate, or a willingness to complete. Experience with managing activity programs, customer service, and club house & grounds maintenance would be an asset; some knowledge of tennis would also be helpful. The position requires proficient software and digital communications. 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 30 to 35 hrs/week and will involve a combination of weekdays, evenings, and weekends.

Salary is \$18.00/hour. Forward a PDF copy of your resume attention: “HR - TTC Job Application” in subject line to tuxedotennisclubjobs@gmail.com **by April 6, 2022.**