

Job Opportunity – Athletic Club Attendant Supervisor  
Tuxedo Tennis Club - 370 Southport Blvd.  
June to September, 2024

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

The Tuxedo Tennis club is seeking two Supervisors to work with as a team under the Facility Manager for term positions from June 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 the team of staff.

DUTIES:

- Assisting with club programs and planning events in conjunction with volunteers - communication with members.
- Assisting with basic financial aspects of club - collection and record keeping of fees, canteen sales and 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.
- Working collaboratively with team members for continuity of service.
- Generating and submitting reports using google docs and maintaining club web-site, Facebook, and Instagram using a content manager

This positions 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. These positions require proficiency in software and digital communications. Applicant must be a Canadian citizen.

This is an excellent opportunity for individuals aged 18 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. With an anticipated start date of June 3rd through the end of summer. Forward a PDF copy of your resume attention: "HR - TTC Job Application" in subject line to [tuxedotennisclubjobs@gmail.com](mailto:tuxedotennisclubjobs@gmail.com) **by March 24, 2024.**