



CLUB STEWARD

About the Kingston Tennis Club

The Kingston Tennis Club (KTC) is a not-for-profit seasonal club with seven outdoor courts located within walking distance of Queen's University and St. Lawrence College. Each season, the KTC offers a wide range of recreational and competitive tennis programs, junior summer camps, and social events.

Position Overview

Reporting to the Club Manager, the Club Steward is responsible for the day-to-day operations and ensuring the facility is maintained to a high standard. Stewards are the primary contact for members, guests, and the public, and are expected to demonstrate exceptional service and professionalism. They are essential to the smooth operation of the KTC and help foster a welcoming environment for all to enjoy.

The role consists of a blend of administrative duties and physical tasks that require frequent movement around the property and clubhouse. This position is well-suited to secondary and post-secondary students pursuing studies in sport management, recreation, business, or education.

Duties and Responsibilities

- Deliver courteous and professional customer service to members and guests.
- Process payments, bookings, memberships, and event registrations using a computerized court management system.
- Respond to phone and email inquiries in a timely manner.
- Liaise effectively with staff, members, volunteers, and visitors.
- Maintain a clean, safe, and organized facility at all times. This includes but is not restricted to the courts, grounds, clubhouse, washrooms, office, and seating areas.
- Complete groundskeeping tasks and operate a variety of property maintenance equipment such as mowers, string-trimmers, leaf blowers, and court drying tools. Keeping the courts and their perimeters in good condition are essential.
- Follow cleaning checklists and perform minor maintenance tasks as assigned.
- Adhere to and promote health and safety protocols.

Qualifications and Skills

- Experience (paid or volunteer) in sport development, sport administration, business development, and/or community development.
- Strong work ethic and willingness to learn.



- High energy, excellent interpersonal skills, creativity, and initiative; ability to work both independently and with a sizable team of committee members and club volunteers.
- Proficiency in standard office software, such as Microsoft Word, Excel, and internet-based applications.
- Ability to work outdoors in varying weather conditions (sun, heat, humidity, wind, and occasional light rain). Moderate physical exertion may be required when lifting (up to 30 lbs), pushing, pulling, bending, and climbing stairs.
- First Aid and CPR certification is considered an asset.

Note: This job description outlines the primary duties of the role, though additional related tasks may be assigned.

Work Schedule: Must be available to work weekdays, weeknights, and weekends.

Job Type: Full-time and Part-time positions are available.

- Full-time (average 35 hours/week): April 22 to September 7, with the possibility of part-time work until October 29.
- Part-time: April 22 to October 29 with the possibility of full-time work during July and August.

Rate of Pay: Starting at \$18.50 per hour, commensurate with experience.

Application Instructions

Interested applicants are invited to email a cover letter and resume to the Club Manager at manager@kingstontennisclub.com. Please indicate whether you are seeking a Full-time or Part-time Club Steward position.

Application deadline: February 20, 2026