



### **Club Operations Manager – Part-time Seasonal, Kingston**

The Kingston Tennis Club is a beautiful, friendly, busy club, with a thriving membership and strong demand for lessons, camps and programs. The KTC is seeking a part time Club Operations Manager from early April until late October. The Club Operations Manager will be responsible for the day-to-day operations and facility management of the Kingston Tennis Club throughout the Club's 2023 tennis season. The position will require up to 20 hours per week, reporting to the Chair of the Facilities and Operations Committee, and managing 4 full time staff.

This is a highly visible role at the KTC, with the Operations Manager expected to maintain a consistent schedule and presence at the Club during the week. The incumbent is expected to set their own schedule to accommodate supervision of staff, event coordination and facility management duties on a weekly basis. The Club Operations Manager will work with Club Stewards, instructional staff, and volunteers to ensure the smooth execution of programs, tournaments, and other special events.

This position is ideal for a post-secondary student in business, sport management, recreation administration or education with 2 years experience in sport development, sport administration, business development and/or community development with demonstrated ability to work with children and youth. An ability to develop and implement programs, services and activities targeted at various skill levels is an asset. The incumbent requires these additional skills:

- Be a self-starter and have proven ability to work both independently and with a team. Strong interpersonal skills in dealing with multiple stakeholders (stewards, volunteers, club members, and board members)
- Ability to manage multiple schedules and supervise staff.
- Organizational and administrative skills with knowledge of standard office software packages, e.g., MS Office, Excel, and Internet applications are required.
- Knowledge of basic bookkeeping and financial reporting
- Excellent communication, writing, and interpersonal skills are all necessary

**Application Deadline:** March 31, 2023.

**Send Resume to:** [jobs@kingstontennisclub.com](mailto:jobs@kingstontennisclub.com)