



## **Kingston Tennis Club – Club Steward**

### **JOB DESCRIPTION**

April 23 – September 1, 2025; possibly through to October 31

The Kingston Tennis Club is a not-for-profit seasonal club with 7 outdoor courts located within walking distance of Queen’s University. Each season, the club offers a wide range of recreational and competitive tennis programs, social events, and summer camps for juniors.

The Steward position is ideal for a post-secondary or secondary student with an interest in sports management, recreation administration, business studies, or education. The ideal incumbent has:

- Work or volunteer experience in sports development, sports administration, business development and/or community development.
- Demonstrated 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 MS Word, Excel, and Internet applications.
- Current First Aid and CPR certification would be ideal.

### **Position Overview**

Reporting to the Club Manager, the Club Steward is responsible for the day-to-day operations and facility management. Stewards are the primary contact for members, guests, and the general public, and are expected to exemplify exceptional service and professionalism. They play an integral role in the successful operation of the Club by maintaining a clean and safe facility for all to enjoy.

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



**Job Type:** Full-time and part-time positions available.

Full-time position (average 35 hours/week): April 23 to September 1, with the possibility of part-time work until October 31.

Part-time position: April 23 to October 31 with the possibility of full-time work during July and August.

Rate of Pay: starting at \$18.00 per hour, commensurate with experience.

### **General Roles and Responsibilities**

- Provide a high level of customer service to members and guests.
- Process transactions using computerized court booking system (payments, clinics, reservations, memberships, point-of-sale items, tournament & event registrations).
- Answer the phone and respond to email.
- Act as liaison with staff, members, guests, and volunteers.
- Follow a maintenance checklist and complete tasks as assigned; maintain a clean, safe, and tidy facility at all times. This includes but is not restricted to the courts, grounds, clubhouse, office, washrooms, decks, and patio furniture. Keeping the courts and their perimeters in good condition are essential.
- Comply with all health and safety requirements and encourage others to do so as well. The KTC prioritizes the health and safety of all members, guests, and staff.
- Perform other duties as assigned.

**Application deadline:** February 26, 2025

Please send your cover letter and resume to [manager@kingstontennisclub.com](mailto:manager@kingstontennisclub.com) and indicate whether you are interested in a full-time or part-time Club Steward position.