

Job Opening: Match Scheduler and Organizer for Stanley Park Tennis Club

Stanley Park Tennis Club is looking for a match scheduler and organizer for the 2019 Spring/Summer season, which starts on Tuesday, April 30th and ends on Friday, September 20th. This is a part-time, contract position, with days/hours of 5pm – 8:30pm every Tuesday and Friday (weather permitting) during the season. The location is adjacent to Stanley Park tennis courts 15,16, 17, 12, and 13.

The club also holds social nights approximately once a month during the season, which requires some additional work in addition to that provided by club volunteers. There will also be a social evening at Capilano Tennis courts for barbecue and Tennis sometime before Labour Day and, potentially, a tournament during the season which will require a different scheduling system and additional hours.

The ideal candidate would be a retired person or mature young adult who lives in the West End.

Key Duties & Responsibilities

- Get supplies from nearby storage and set up a table with a chair for work area.
- Sweep courts if necessary and collect any garbage.
- Organize available players each evening into appropriate doubles groups for a series of half-hour matches on up to five courts (depending on the number of available players).
- Prepare the next time slot and write on scheduling board for the next half hour change, set timer for half hour, work on next time slot.
- Collect any membership and/or drop-in fees and forms and deliver to a member of the executive committee at the end of the evening.
- At the end of play on Tuesday nights, collect the used balls, and put all supplies away. At the end of play on Friday nights put away all supplies (balls can be kept by members).

Required Qualifications

Competencies: Skills, Knowledge & Personal Characteristics

- Strong interpersonal skills, with an ability to interact effectively with club members.
- Proactively self-directed with the ability to organize, complete multiple tasks, problem-solve, and deliver results with limited supervision.
- Reliable, conscientious, and trustworthy.
- Ability to deal with on-the-spot situations with tact and diplomacy, including the ability to exercise judgment and discretion.
- Enthusiastic, open-minded and proactive.

Ideal Qualifications

- Managerial and recreational experience.
- Basic understanding of tennis.
- Easy access to Stanley.

Please send your resume and cover letter via email to Mary Ann Labrie at maryann_labrie@yahoo.com.