

TITLE OF POSITION: EVENT COORDINATOR

Primary: This role is to lead and organize all Tennis BC Events. The position is a full-time salaried position and requires seasonal variations in workload.

SCOPE OF RESPONSIBILITIES

General: To work in close conjunction with the High Performance Director and the CEO to provide support for various Tennis BC events.

1. Tournament Coordinator and Director
 - a. Organize and direct Tennis BC's events annually. Tennis BC hosts, operates and supports multiple events annually on member club property which the coordinator will be responsible for planning, organizing and operating.
 - b. Liaise with stakeholders to support all tournaments that Tennis BC hosts annually including developing creating training materials, soliciting feedback, using measurement tools to ensure consistency.
 - c. Coordinate with the High-Performance director to provide advance administrative support, prepare documentation, order and organize materials, coordinate volunteers and marketing materials, provide on site support during the event as required
 - d. Follow up with surveys on key performance indicators to ensure quality control and excellence
2. Fund Raising
 - a. Plan, organize and lead the fund-raising efforts of Tennis BC by organizing events to support our charitable endeavours such as the Community Youth Fund and Ed Siemens Fund
 - b. Develop materials and ideas for member clubs to use in their fund-raising efforts
 - c. Drive our social media connections to support fund raising
 - d. Work with local businesses to develop donations and prizes for events
3. Volunteer coordinator
 - a. Organize our volunteer programs throughout the year
 - b. Utilize software to recruit, schedule and communicate with our volunteers
 - c. Organize rewards programs and celebrations for volunteers

4. Other
 - a. Coordinate annual awards celebrations
 - b. Coordinate public court programming initiatives

SKILLS REQUIRED

1. Strong computer skills in word and excel spreadsheets
2. Strong administration skills in working with budgets, documentation and filing, preparation and planning of events
3. An ability to provide a vision for program development and excellence
4. Positive, clear and energetic communication skills in handling players, sponsors, municipal officials, and the network of event partners
5. Ability to work independently and in a team environment with a strong commitment to providing support even outside of job description requirements. This is a team support role and the ability to work in a team setting is critical.
6. Understanding of the basics of tennis or event support

JOB SPECIFICS

1. A salaried role with participation in the Tennis BC benefits program
2. Standard work-week is 36-40 hours. Flexibility to work from home is provided. The role will require occasionally being on site for events, weekends occasionally and being present for the Stanley Park Tennis tournament during 21 days of July event