

## **TENNIS MANAGER (FT) - We offer an excellent benefit package, staff meal program and generous rewards and recognition programs!**

**The Location:** Hollyburn Country Club is located in West Vancouver at 950 Cross Creek Road. The ideal candidate has their own transportation and lives on the North Shore, Downtown or in Burnaby. **Please check our location prior to applying.**

Hollyburn Country Club is a premier private family Club that provides its Members with an exclusive hub for activity, sport, dining, entertainment, socialization and business.

- Our Club is a home away from home for many of our Members.
- We believe in living our value of Service Excellence through accountability, adaptability, empathy, enthusiasm, initiative and teamwork.

**The Position:** The Tennis Manager reports directly to the Director of Athletics. The Tennis Manager is responsible for developing strong member programs and offering innovative and effective tennis instruction to members and staff. This role is responsible for organizing, administering and implementing all facets of the tennis program (on and off the court) and continuously striving for the advancement of Hollyburn Tennis. The role involves leadership of the Tennis department, including offering guidance and assistance to the Tennis Professionals and managing groups of dedicated members with varying needs. This position oversees a staff of Tennis Professionals as well as Tennis Centre Staff.

### **Requirements:**

- 10+ years of experience in the Tennis industry
- 5+ years of experience in Management
- An understanding of progressive tennis
- Excellent organization and communication skills
- Strong computer and administrative skills
- Tennis Canada Level 3 Coach, or international equivalent, an asset but not required
- **Own transportation is an asset due to the Club's location**
- You agree to get a Police Information Check with a vulnerable sector search

### **Responsibilities:**

- Ensure that all Members and guests receive courteous, prompt, and professional attention to their needs; utilize feedback to improve departmental operations and member satisfaction
- Develop high quality annual social, competitive, and instructional programs for Members of all ages, genders, and skill levels
- Develop and implement long term planning for the Tennis department including its facilities, programs, and staffing



- Host Provincial, National, and International level tournaments. Coordinating organization of events and delegating responsibilities as required
- Market and advertise the Club's Tennis programs to the Membership
- Prepare quarterly articles for The VIEW magazine and internal publications; prepare monthly newsletter
- Prepare and manage the budget for the Tennis department
- Other duties as listed on the job description (available upon request)

**Perks & Benefits:**

- Work with an awesome team! We love to work hard but we have fun doing it!
- Access to one of the best benefits packages for part-time and full-time employees
- Access to our in-house staff meal program
- Free on-site parking
- Employee Assistance Program (EAP)
- Quarterly staff events and ongoing recognition
- And much more!