



TITLE OF POSITION: PROGRAM & EVENT COORDINATOR

Tennis BC is the provincial governing body for tennis in British Columbia. As a not-for-profit organization, we are a volunteer-led organization that delivers programs to support the growth and development of athletes, coaches, officials, clubs and events across the province.

OVERVIEW

The Program & Event Coordinator will provide both on-site and remote support for Tennis BC events, ensuring smooth execution of tournaments and related activities. This role requires a high level of organization, flexibility, and strong communication skills, as well as a passion for tennis.

CORE RESPONSIBILITIES

- Managing the First Set Tour (Rising Star and Rookie) programs, working with member clubs to organize tournaments, manage postings, payments, refunds, and TP file setup, and liaise with Tennis Canada and Tennis BC Member Clubs.
- Manage Tennis BC's Junior/Adult Disciplinary System by activating codes, tracking late withdrawals and no-shows, and issuing suspension letters when necessary, following Tennis Canada's "Rule of the Court" guidelines.
- Provide administrative support to the Events Team, including player eligibility checks, sanctioning, scheduling, tournament postings, registration management, invoicing, refunds and etc.
- Assist with Community Tennis League operations and communications.
- Provide both on-site and remote support for major events such as the Stanley Park Open, BC Masters Provincials, Junior Nationals, Western Canada Team Event, Junior ITFs, 4-Star, and Junior Provincials.
- Support Tennis BC social events and tournaments, both on-site and remotely.

QUALIFICATIONS

- Detailed oriented and excellent organizational skills, with the ability to manage multiple tasks and meet deadlines.
- Strong communication skills, both written and verbal, with the ability to engage effectively with members, tournament staff, and parents.
- Ability to learn and operate Tournament Planner software (training provided).
- Ability to work independently and collaboratively with teams.
- Flexible work schedule with availability to work weekends and occasional evenings.
- Ideal candidates will have access to a car for transporting equipment and travelling between event sites.
- A background or knowledge of tennis is a must.

JOB SPECIFICS

- The compensation for this position is \$25/ hour with 30-40 hours per week depending on the season.
- The successful candidate should be flexible and willing to work additional hours during busy periods, with the understanding that quieter weeks may offer reduced hours in return
- Travelling to event sites is required for this role
- This is a hybrid position.

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APPLICATION DETAILS

Interested individuals are requested to forward their resume and cover letter to iguan@tennisbc.org by the submission deadline of **November 7, 2025**.