

Community Coordinator

Position Overview

The Community Coordinator is responsible for leading community engagement both within The Tennis Centre and throughout the surrounding community. This role plans and delivers on-site initiatives such as play programs, socials, and tournaments, while also leading outreach efforts including school programs, pop-up tennis experiences, and community events that introduce new players to the sport and grow TTC's presence beyond the facility. Working closely with coaching, operations, and leadership teams, the Community Coordinator represents TTC through partnerships, presentations, and community initiatives, while ensuring on-site community programming is welcoming, well-organized, and engaging. Success in this role is reflected in strong participation, meaningful connections, and a vibrant sense of community across TTC.

Qualifications

- Experience planning, organizing, and running events such as play sessions, socials, tournaments, or community initiatives
- Comfortable interacting with players, families, coaches, and staff in a welcoming and professional manner
- Strong organizational skills with the ability to manage multiple initiatives and timelines at once
- Clear and confident communication skills, both in person and in writing
- Ability to work collaboratively with coaching, operations, and leadership teams
- Experience supporting or coordinating programs within a sport, recreation, or community-based environment
- Comfortable taking initiative, solving problems, and adapting plans as needed
- Availability to work flexible hours, including evenings and weekends, as required for events and programming

Community Coordinator

Key Responsibilities

- Lead and deliver community engagement initiatives both within TTC and throughout the surrounding community
- Plan, organize, and implement on-site community programs including play sessions, socials, and tournaments
- Lead external outreach initiatives such as school programs, community events, and pop-up tennis experiences
- Represent TTC within the community through presentations, partnerships, and outreach opportunities
- Take ownership of leading events and initiatives on-site and off-site, ensuring they are well-organized, engaging, and welcoming
- Build and maintain strong relationships with players, families, coaches, schools, and community partners
- Coordinate logistics for events and initiatives, including scheduling, communication, and on-site execution
- Collaborate with coaching, operations, and leadership teams to ensure alignment with TTC's values and goals
- Gather feedback and track participation to support continuous improvement of community initiatives
- Be responsible for front desk receptionist duties during all shifts, serving as the main point of contact for players, parents, and staff.

What We Offer

- *Full-time position with competitive compensation and comprehensive benefits.*
- *Opportunity to work with a motivated team*
- *Access to state-of-the-art facilities and professional development support.*

To Apply: Please send your resume, a brief leadership philosophy statement, and references to noah@thetenniscentre.ca with the subject line "Community Coordinator – [Your Name]".