

EMPLOYMENT OPPORTUNITY
Casual Tennis Facility and Program Supervisor

Nature of Work: We are seeking a passionate and experienced individual to join our team as a Tennis Facility and Program Supervisor. This key position will oversee the daily operations of the Victoria Park tennis facility and its programs, ensuring a high level of customer satisfaction, smooth functioning of facility operations, and the delivery of tennis programs to players of all ages and skill levels.

Responsibilities:

- Deliver, plan, and implement a comprehensive range of tennis programs catering to various age groups and skill levels.
- Coordinate with coaches and instructors to design curriculum and lesson plans that align with the Department's objectives and participant needs.
- Continuously assess program effectiveness and make necessary adjustments to enhance participant experience and achieve program goals.
- Oversee day-to-day operations of the tennis facility, including scheduling court reservations, managing equipment inventory, supervising the clubhouse, and informing supervisor of any maintenance required.
- Monitor and maintain facility safety protocols and ensure compliance with regulations and guidelines.
- Serve as the primary point of contact for customer inquiries, feedback, and concerns, ensuring prompt and professional resolution.
- Foster a welcoming and inclusive environment that promotes participation and engagement among members and program participants.

Qualifications:

- Minimum of 3 years of experience in tennis facility management and program coordination.
- Strong knowledge of tennis instruction techniques, program development, and industry trends.
- Excellent organizational, leadership, and communication skills.
- Ability to multitask, problem-solve, and work effectively in a fast-paced environment.
- Must be legally entitled to work in Canada.

Hourly Wage: \$20.00 per hour – 40 hours per week, including some evenings and weekends.

How to Apply: Please submit a detailed resume to jobs@charlottetown.ca, by 4:00 pm on April 15, 2024. Your application must be clearly marked “**Application for Casual Tennis Facility and Program Supervisor**”.

Only those applicants selected for an interview will be contacted.