

Junior Tennis Program Coordinator

Number of positions: 1

Supervisor: Nicolas Losier, Coordinator Supervisor

Location: Municipal tennis facility

| Hours per week without student project (SEED or other) | Hours per week with student project (SEED or other) |
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| Average of at least 18 hours from June 26 to August 27, on request May 15 to June 25 and August 28 to September 17 | Average of at least 30 hours from June 26 to August 27, on request May 15 to June 25 and August 28 to September 17 |

Hours of work: Varies from 7:30 am-10:00 pm

Days of work: Varies to 7 days a week

Interview dates: May 6 and 7, 2017

Hiring dates: May 8 to May 12, 2017

Number of weeks: 19

Pay scale: Begins at \$12 per hour

Job description:

- Supervise tennis installations and courts;
- Greet clients and members of the Tennis Club;
- Manage revenues and produce sales report;
- Maintain statistics and take reservations;
- Keep Club House and tennis courts clean at all times;
- Other tasks as required.

Job requirements:

- Must provide a resume before the deadline below;
- Must be available to work from May to September;
- Must be born before May 15, 2003 (14 years old);
- Job experience, client services is an asset;
- Able to communicate and work well with all members, work colleagues and supervisors;
- Able to communicate in both official languages;
- Proficient with a computer;
- Experience in organizing activities;
- Demonstrates interest in the tennis program;

Deadline: Friday March 24, 2017 at 4:30 p.m.

How may I apply for this job?

- Send your letter of intent and your resume by e-mail to coordinateurs@shediactennis.ca before 4:30 p.m. on March 24, 2017

Note: Please specify the job title when applying. All information subject to change without prior notice.