

Senior 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)
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	Average of at least 35 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 \$14 per hour

Job description:

- Supervise junior coordinators and temporary coordinators;
- 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;
- Responsible for evaluation reports (June to August) & for giving them to the Supervisor;
- 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 December 31, 2001 (16 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;
- Supervisory experience considered an asset.

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.