



Rathgar Tennis Club

An opportunity has arisen with Rathgar Tennis Club for the position of club administrator. Rathgar Tennis Club is in Rathgar Dublin 6. It is a vibrant and active club with a membership of 1,000. There are 10 floodlit courts and a very active junior section as well as a busy adult tennis section.

Role Description:

The club administrator is responsible for managing the office and delivering comprehensive administrative support associated with the successful running of a busy club offering high quality adult and junior events and coaching.

Scope of activity

Membership and Subscriptions
New Members
Finance and secretarial.
Senior tennis and leagues
Junior coaching administration
Managing the clubhouse maintenance

Terms and Conditions:

The Office Administrator will be paid an hourly rate for this part time position.
They will report to the Honorary Club Secretary.
This is an equal opportunity position and will be on a self-employed contract basis for an initial period of 2 years and with a probationary period of 6 months.

Essential Qualifications and Competencies:

Have a strong knowledge of tennis clubs.
Proficient in Microsoft office, SmartCloud and Tournament Software.
Proficient in social media and website maintenance (or willing to learn).
Available to work flexible hours.
Have a high level of organisational and administrative skills.
Have excellent interpersonal skills and enjoy working as part of a team.

Essential Documentation and References:

Two referees should be made available.

Interested applicants should email their CV, with a covering letter to:
rathgartennis@outlook.ie no later than April 21st, 2023.

Informal enquiries may be made to Club Secretary at Rathgar.