



Role: Leisure attendant the National tennis centre

About Tennis Ireland

Tennis Ireland is the National Governing Body for the sport of tennis in Ireland. Tennis Ireland was founded in 1908 and has almost 180 affiliated clubs and engages with almost 80,000 players. Tennis Ireland stages Pro Tour events including the AIG Irish Open Championships and selects teams to participate in the Billie Jean King Cup, Davis Cup and other international events at Junior, Senior and Veterans level. Tennis Ireland also supports the delivery of a wide range of competitive, educational and development programmes at local, provincial and national levels.

The National tennis centre has 4 indoor hard courts, 3 clay courts with a dome in winter and 3 outdoor hard courts all with floodlights. The centre is a top-class training facility that hosts Davis and Billie Jean king teams, National camps, national tournaments and coach education. The National tennis centre is also able to offer tennis courts to the public via our online booking system.

Role

Tennis Ireland are looking to recruit a part-time leisure attendant for the National tennis centre on the DCU campus in Glasnevin.

Job Summary

The candidate should have experience in customer service, cash handling and administrative skills. The candidate needs to be available to work evenings and weekends on a rotational basis, as well as occasional holiday periods.

Key Duties and Responsibilities

- Manage the online bookings.
- Dealing with the public in person, on the phone or by email.
- Ensuring the building is safe and secure.
- Cleaning courts and other maintenance required.
- Ensure the day-to-day operations of the centre meet the standard of the Centre manager.
- Work with The Facility Manager to increase NTC revenue

Experience/qualifications Required

- Excellent customer service.
- Good computer skills.
- Tennis back round is an advantage but not essential.
- Excellent English written and verbal is required.



Additional Information

- Role is an employed position.
- Immediate start needed.
- Position is for 1 year.
- The role is 15-20 hours per week.
- Must be available for evenings and weekends.

Reports to: Facilities manager, National Tennis Centre

How to apply

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than **5pm on Monday 22nd July 2024**. Please reference NTC leisure attendant in the subject line.

Appointment will be made subject to satisfactory Garda Vetting and reference checks.

Tennis Ireland is an equal opportunities employer.