

St. Mary's Lawn Tennis Club



Club Administrator & Manager

Job Vacancy

Date of Posting:	18 September 2024
Location:	On site at St. Mary's Lawn Tennis Club, Belmont Villas, Donnybrook, D04 X7F2
Type:	1 year Fixed Term Contract - Part time - 15 hours a week, preferably in the afternoon with some flexibility
Salary:	Competitive

About Us:

St Mary's Lawn Tennis Club was established in 1947 it has six floodlit courts and a clubhouse serving over 600 members. We pride ourselves on being a friendly club where players of all skill levels and ages will find a warm welcome and exciting tennis. We actively participate in the Dublin Lawn Tennis Council Leagues and run numerous internal leagues and events. We believe in playing good tennis, in the right spirit for the enjoyment of all.

Job Overview:

The Club Administrator & Manager will be responsible for managing the day-to-day operations of the tennis club, ensuring a high level of member service, and supporting the club's growth and success. This role requires a detail-oriented, organized, and member-focused individual who is passionate about tennis and has experience in administration or operations and clubhouse management. The person will work with and be guided by the Tennis Committee and report directly to the Club Honorary Treasurer.

Responsibilities:

- Manage the club's administrative tasks, including membership registration, billing and collections, and communication with members maintaining confidentiality at all times. Please note the Club is looking to implement modern IT databases and a key

role for the individual will be to work with the IT consultant to deliver this new system

- Dealing with all club correspondence
- Act as a 'point of contact' for all those who need to engage with the club
- Deal with entries for external events such as Leagues
- Maintain financial records, as directed by the Honorary Treasurer
- In conjunction with the Club Captains, schedule and coordinate tennis programs, events, and tournaments
- Manage the club's facilities, including scheduling maintenance and repairs
- Supervise staff maintenance personnel
- Ensure club management is carried out in accordance with all club policies
- Provide excellent customer service to members and guests
- Updating the club website
- Perform other duties as assigned
- Attendance at Committee meetings, if required.

Requirements:

- Minimum of 3 years of experience in administration or operations, preferably in a sports or recreation setting
- Strong organizational and communication skills
- Proficiency in Microsoft Office and other business software
- Ability to work independently and as part of a team
- Knowledge of tennis rules, regulations, and best practices is an advantage
- Experience and familiarity with Smartclub or similar is a also an advantage
- Ability to work flexible hours, including evenings and weekends.

Benefits:

- Minimum of 8 days annual leave (to reflect pro rata working).

Please e-mail your CV and covering letter to hr.stmarysltc@gmail.com. For the attention of Barbara O'Riordan at St. Marys Lawn Tennis Club on or before 5pm on Friday 27th September 2024.