

# St. Mary's Lawn Tennis Club

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## Club Manager

### Job Vacancy

<b>Date of Posting:</b>	14 October r 2024
<b>Location:</b>	On site at St. Mary's Lawn Tennis Club, Belmont Villas, Donnybrook, D04 X7F2
<b>Type:</b>	1 year Fixed Term Contract - Full time - with some flexibility due to the nature of tennis events at the club.
<b>Salary:</b>	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 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, clubhouse management and the running of adult tennis programmes. The person will work with and be guided by the Tennis Committee and report directly to the Chairperson, Mens & Womens Captains and 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.
- Work with the IT consultant to implement Smartclub membership management software
- 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 adult tennis programs together with events and tournaments for adult and juniors
- *Organise and coordinate junior 'Supervised Tennis' over school holidays and weekends*
- Manage the club's facilities, including scheduling maintenance and repairs
- Manage the bar stock
- 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, operations or management, 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 20 days annual leave (to reflect pro rata working).

Please e-mail your CV and covering letter to [hr.stmarysltc@gmail.com](mailto:hr.stmarysltc@gmail.com). For the attention of Barbara O’Riordan at St. Marys Lawn Tennis Club on or before 5pm on Friday 18<sup>th</sup> October 2024.