



Sandy Cove Tennis & Squash Club

Job Description: Sports Development Officer – Junior Tennis

Contract Term: Part-Time (15 hrs/wk*) afternoons

Contract Rate : €18 - €20 per hr {€14,000 – €15,600 pa}

Sandy Cove Tennis & Squash Club is a friendly community club dedicated to promoting the skill and social side of both Tennis and Squash. We are currently looking for a Sports Executive to join our administration team and provide support to the Junior Committee and Tennis Development Officer in the areas of Junior Tennis.

Key responsibilities:

Leagues and Tournaments :

- ✓ Administer and co-ordinate Junior Leagues
- ✓ Administer and co-ordinate Junior U12 and U14 Stars & Stripes tournaments
- ✓ Organise and arrange for the running of the annual Junior Handicaps and Junior Championships tournaments and assist with their senior equivalents.
- ✓ Work with coaches to organise junior internal tournaments (e.g. junior ladders, junior box leagues)
- ✓ Report local and national tournament events to junior members
- ✓ Report match results for club/external tournaments

Camps and Social Events :

- ✓ Organise New Year, Easter and February & October mid-term camps for junior members
- ✓ Design and organise the junior summer programme, including the hiring of coaches, assistants and programme co-ordinators.
- ✓ Assist the Junior Committee with the organisation of junior social events, e.g. teen socials, Christmas party, Halloween party, Sunday club afternoons.

Communications :

- ✓ Be the primary contact for queries from junior members and their parents and administer relevant junior Whatsapp groups
- ✓ Liaise with Treasurer regarding budgets for events and camps
- ✓ Liaise with other staff regarding weekly newsletter communications, social media posts and bookings for events and camps

General :

- ✓ Proactively apply for available grants for junior tennis.
- ✓ Assist with the review and update of Policies & Procedures as required.
- ✓ Any other admin duties which you may be required to carry out to support the Junior Committee and Tennis Development Officer.

Essential competencies:

- ✓ Proven experience in organising and executing events or projects
- ✓ Strong organisational skills
- ✓ Good IT skills, with knowledge of TI Tournament Software
- ✓ Strong inter-personal and communication skills
- ✓ Interest in and experience of junior tennis events
- ✓ Flexible attitude
- ✓ Ability to innovate
- ✓ Understanding of GDPR law and best practice.

Why choose Sandycove Tennis and Squash Club :

- ✓ To assist the club to be one of the best clubs in Dublin
- ✓ Community voice and reach
- ✓ Flexibility and empowerment to do great work

Benefits:

- ✓ Hybrid work option (3 afternoons in the Club)
- ✓ 22 days of annual leave (apportioned)
- ✓ Sick Leave scheme
- ✓ Pension scheme access
- ✓ Professional development and on-going training

(*Increased hours in the summer months – details to be agreed)

Please send your CV to the Junior Tennis Officer at sandycovetsc@eircom.net by COB on 4th December 2024.