



*St Anne's Waterford Tennis Club, John's Hill, Waterford, X91 K094*

## **Coaching Coordinator, Junior Tournaments and Court Maintenance**

### **Introduction**

St. Anne's Waterford Tennis Club has 9 floodlit courts, two junior mini courts, and a clubhouse serving over 700 members. St. Anne's prides itself on being an inclusive, open, and friendly club where members of all levels and ages can come to enjoy playing tennis in a fun and social environment. Our members participate in many internal competitions (Club Championships, Inter-firms, Winter and Spring Leagues, Ladders, etc...) and external competitions (Munster Winter League and Munster Summer Cup, Adult and Junior Opens, Masters Events, Interprovincial Championships).

### **The Opportunity**

St Anne's is looking for an energetic, enthusiastic, and conscientious individual to manage the club's junior coaching programs.

The candidate would work with the club's junior committee, and a team of seven coaches to deliver quality coaching programmes for junior members within the club.

The role also involves the organisation and administration of junior tournaments and junior activities held at the club.

Working closely with senior programming Co-ordinator, including covering annual leave where required.

The candidate would also be required to maintain the upkeep of the tennis courts in the club (sanding, brushing, and other court maintenance activities). The operation of equipment such as leaf blower

and a tractor lawn mower would be required as part of the role, training will be provided.

This role is offered on a permanent part-time basis initially for 30+ hours a week, subject to review after 6 months. A level of flexibility is required for the role as some evening/weekend work may be required from time to time.

### **Areas of Accountability**

1. Junior coaching programmes
2. Supervision of coaching within junior club programs
3. Junior events director
4. Junior tournaments director/referee (training will be provided)
5. Court maintenance

### **Key Duties**

- **Oversee all aspects of the Junior Tennis Programmes, to include:**
  - Working with club junior committee and club coaches in developing an inclusive and comprehensive club coaching programme, focusing on tennis development for all social, development and performance levels
  - Oversee organisation and planning of junior camps
  - On court supervision of coaches and players
  - Act as parent liaison officer
  - Ensure implementation of programme lesson plans
  - Promotion of junior coaching and activities held at the club
  - Communication with coaches, players, and parents, via emails, web updates, notice board, social media about important dates, member accomplishments, etc...
  - Work with Child Protection Officers to ensure Child Safety is adhered to at all times
  
- **Write and submit quarterly newsletter information regarding tennis programs and upcoming events, past events.**

- Organisation and administration of junior tournaments held in St. Anne's
  - Training will be provided on the use of Tournament Software for managing all aspects of the set up and running of junior tournaments
- Act as tournament directory / referee for junior tournaments
  - Train to be a Tennis Ireland Accredited Referee to act as referee for junior tournaments as required
  - Must be available to work weekends during junior tournaments
- Court Maintenance
  - Perform the regular maintenance of the court surface (the courts are typically brushed once a week)
  - Add sand to the courts as required
  - Blow leaves off the courts at certain times of the year
  - Coordinate deep cleaning of the courts on an annual basis with Court Care
  - General upkeep of the premises

## **Key Requirements**

- Good knowledge and understanding of the game of tennis
- At least three years' operational management experience with experience of working in a sports club, gym, leisure centre, voluntary or hospitality organisation being an advantage.
- A business or relevant third level qualification or equivalent industry experience
- A proven track record of working in and managing a team
- Supervisory skills
- Knowledge of IT, website, social media platforms and communications systems desirable
- Successfully complete the required health and safety level, Safeguarding Courses, must be Tennis Ireland Garda Vetted and remain fully compliant in all Safeguarding requirements communicated through Tennis Ireland and Sports Ireland

## **Key Attributes**

- Strong leadership, management, and organisation skills
- Microsoft Office literate, with emphasis on Excel
- Tennis Ireland Accredited Referee or willingness to be trained
- Customer-service focused, personable and professional
- Organised and proactive with excellent prioritisation abilities
- Flexible with can-do attitude
- Excellent and confident communicator with good written and verbal skills
- Ability to establish good working relationships with stakeholders

Please forward CV and cover letter to [info@stannestennis.com](mailto:info@stannestennis.com)  
Closing date for applications Friday 15th November at 6pm.

Further information about St Anne's Waterford TC is available on  
[www.stannestennis.com](http://www.stannestennis.com)