



**Title:** Club Hosts

**Job Type:** Part-time/Seasonal

**Location:** Dartmouth, NS

**About St. Georges:**

St. George's Tennis Club is a community-driven tennis club located in Dartmouth. A part of the community since 1885, the club features five tennis courts, a mini-court, and is a non-profit organization dedicated to providing fun and affordable options to play tennis.

**Position Description:**

St. George's is currently seeking Club Hosts for the 2025 summer season. Club Hosts report to the Head Duty Host and Grounds Director and are responsible for representing the club by welcoming members and visitors, and ensuring the club facilities provide a positive member experience.

**Responsibilities:**

- Manage court times and online bookings and enforce club rules regarding daily playing limits.
- Operate the canteen (safe and secure handling of canteen cash, and informing Board contact of inventory requirements on a timely basis).
- Handle cash for other club activities (ball machine, ball sales, social activities, and others).
- Grounds maintenance as required on the daily, weekly, and periodic task list; and as requested by the Grounds Director/Board.
- Club house cleaning and maintenance as required by the daily, weekly and periodic task list, and as requested by the Grounds Director/Board.
- Ensuring office, clubhouse and grounds supplies are maintained at appropriate levels for club operations.
- Update social media posts.
- Other tasks as needed to ensure the safe and efficient operation of the club.

**Requirements/Qualifications:**

- Ability to work independently and with little supervision.
- Available to work nights, weekends, and holidays.

- Place high value on customer service.
- Experience with tennis or other sports would be viewed positively.
- First Aid/CPR certification preferred.

**Schedule:**

These are part-time positions which typically start in May/June and continue into the Fall. We will also be identifying a Head Duty Host during the hiring process.

**Rate of Pay:**

Competitive rates based on qualifications.

**Application Details:**

Interested candidates can apply for this position by submitting their cover letter and resume to [jobs@stgeorgestennisclub.com](mailto:jobs@stgeorgestennisclub.com)