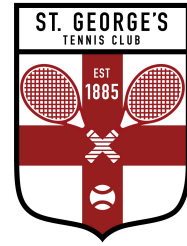


Title: Head Duty Host
Job Type: Part-time/Seasonal
Location: Dartmouth, NS



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 a Head Duty Host for the 2025 summer season. The Head Duty Host (Head Host) reports to the Board of Directors and Grounds Director and is responsible for supervising the Club Hosts, representing the club by welcoming members and visitors, and ensuring the club facilities provide a positive member experience.

Responsibilities:

- Ensure duty hosts properly complete daily, weekly, and periodic tasks as required by the task lists for the grounds and clubhouse and addressing deficiencies as they occur.
- Prepare bi-weekly schedules for the Head Host and all Club Hosts, ensuring there is appropriate coverage for all hours of operation.
- 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, etc.).
- 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.
- Ensure 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 supervise others.
- 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:

This position typically provides 30+ hours each week starting mid-May and continues into the Fall.

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