



Elmdale Tennis Club

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Elmdale Tennis Club

184 Holland Avenue, Ottawa Ontario

The Elmdale Tennis Club is a small community-oriented tennis club that offers six clay courts in the heart of downtown Ottawa. We pride ourselves on our excellent clay courts and our friendly community atmosphere. We are currently seeking enthusiastic candidates who are looking to work in a fun, customer-oriented environment.

Job Advertisement/Club Steward

Title: Club Steward

Salary: \$11.50/hour

Contract Term: May 1st - Fall 2012

How to Apply: By email: jobs@elmdale.ca

Closing Date: March 4, 2012

Qualifications:

- * Strong interpersonal and communication skills
- * Enthusiastic, personable and customer service oriented
- * Ability to work independently and as part of a team
- * Strong time management and organization skills
- * Some physical labour required (roughly 1 hr. of court maintenance per shift)
- * An interest or background in tennis is an asset.
- * Bilingualism is not required but is an asset.
- * First aid certificate is not required but is an asset
- * Must be 18 years of age or older

Job Description/Principle Duties:

The Club Steward is the first person a club member meets when they walk into the club.

Their primary task is to provide excellent customer service to members and guests.

This includes:

- *Providing information about memberships, instructional programs and summer camps, special events and club policies
- *Booking courts, signing up new members and registering participants for instructional programs
- *Responding to all member needs or questions
- *Operating the canteen which includes the serving of alcoholic and non alcoholic drinks and snacks

Stewards also do daily court maintenance which is essential to keeping our six clay courts in superb condition. A Steward will typically spend 20% of their time on court maintenance. In addition, the Steward is responsible for cleaning the clubhouse. This is typically done during slow periods and takes roughly 10% of the Steward's shift.