



CLUB MANAGER FULL-TIME ROLE AVAILABLE

Royal Oak Racquets Tennis and Squash club is looking for a new Club Manager to manage the club facilities, increase membership and build participation and engagement with their members.

Royal Oak Racquets is a not-for-profit community organisation. It is one of the largest tennis and squash clubs in Auckland and prides itself on being a family-friendly sports club with around 650 members. They have been playing racquet sports since 1904 and the facilities include 5 tennis courts, 5 squash courts, swimming pool, gym, Pro Shop and a bar/lounge area with onsite catering. The Club is a busy place with plenty of sports activity going on, both competitive and friendly, and members enjoying the social aspects the Club has to offer.

What is on offer:

- Full-time position, 40 hours per week, with some flexibility in hours worked and occasional weekend and evening work
- An enthusiastic and supportive team of people to work with
- An opportunity to use your skill-set and style to manage these great facilities and build on the club's success through engagement with a diverse range of members in a family and community environment
- A safe, engaging, and friendly place to work

What you offer:

- Superb management and organisational skills
- An ability to maintain and build club membership through the execution of various initiatives
- The ability to maintain good relationships with the club Executive, sponsors, donors and members
- Flexibility, an enthusiastic can-do attitude, and someone who uses their initiative well
- Experienced with Office administration and XERO accounting

Key responsibilities:

- Member management, existing and new, creating an outstanding member experience
- Managing the club facilities and organising volunteers, contractors, marketing communications and events
- Day to day financial management, managing funding and other revenue streams, and maintaining membership database
- Support to Executive Committee and execution of resolutions and plans

To view the job description for this role visit our website or [click here](#). If you're the person who can take our club to the next level, apply now with your CV and cover letter to president@royaloakracquetsclub.co.nz. Applicants must have the right to live and work in NZ. **Applications close 20 March 2020.**

For more information about Royal Oak Racquets Club, visit our [website](#) or [Facebook page](#).