



## **TENNIS CLUB MANAGER – CONTRACT ROLE**

Pompallier Lawn Tennis Club (PLTC) is looking for a new Club Manager to manage the club facilities, increase membership and build participation and engagement with their members. PLTC is a not-for-profit community organisation with five tennis courts and around 200 senior members and 180 junior members. 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:**

- Contract role, maximum of 80 hours per month, 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, coaching team, sponsors, donors and members
- Flexibility, an enthusiastic can-do attitude, and someone who uses their initiative well
- Experienced with club 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

If you're the person who can take our club to the next level, apply now with your CV and cover letter to [pompallier.committee@gmail.com](mailto:pompallier.committee@gmail.com). Applicants must have the right to live and work in NZ. **Applications close Friday 2 July 2021.** Please visit [www.pompalliertennis.co.nz](http://www.pompalliertennis.co.nz) for more information about PLTC.