

Job Description

Job Title: Tennis Court Monitor

Location: Blackburn Tennis Club

Job Summary:

Blackburn Tennis Club tennis court monitors are responsible for overseeing the daily operations of the facility, ensuring cleanliness and order, assisting members, and enforcing rules to maintain a smooth, efficient, and enjoyable tennis environment.

Key Responsibilities:

- Opening and Closing Procedures
 - Unlock or lock up the clubhouse and check if courts are locked (Club members are asked to lock when they leave) at the beginning or end of your shift.
 - Place chairs on the patio once you open for guests.
 - Turn on lights (lights turn off automatically), secure any Club equipment, and ensure everything is properly shut down (bring chairs inside, close and lock windows and shutters, etc.).
- Supervising, Cleaning, and Maintaining the Clubhouse and Courts
 - Ensure the BTC clubhouse remains clean: make sure the washroom, kitchen and general area are clean, organized, and welcoming for BTC members.
 - Monitor and restock supplies (toilet paper, soap, hand sanitizer, etc.).
 - Report any maintenance issues (broken furniture, plumbing issues, etc.) to the Club Pro & Manager.
 - Sweep or mop the clubhouse floor during your shift.
 - Empty trash bins and recycling (Weekly reminder schedule will be emailed by the City; put out every Monday evening).
 - Wipe down tables, counters, and chairs.
 - Ensure courts are free of debris, leaves by blowing or sweeping courts.
 - Mop up rain puddles using court rollers.
- Replying to Emails & Handling Communication
 - Coordinate responses to member inquiries about court bookings, membership, and events with the Club's Director of Communications.
 - Answer the phone and reply to messages.
- Managing Court Bookings & Member Assistance
 - Oversee the booking system and ensure courts are used according to the schedule.
 - Assist members with reservations and troubleshoot issues with the BTC's online booking platform.
 - Verify that all occupied courts have been reserved by seasonal members, their guests, or pay-as-you go players.

- Run various tennis activities organized throughout the course of the season by the Club.
- Assisting with Club Events (if scheduled/needed)
 - Help set up for tournaments, socials, or lessons.
 - Help prepare food and drinks for various events.
- Provide assistance to coaches, event organizers, and board members.

Qualifications:

Required:

- Be fully bilingual (French/English), spoken and written
- Demonstrate strong leadership, organizational, and interpersonal skills.
- Demonstrate an ability to manage multiple priorities independently and with accountability.
- Be proficient with digital tools (e.g. registration/reservation platforms, spreadsheets, etc.).
- Current CPR and First Aid certification.

Preferred:

- Experience in customer service.
- Experience in a sports or leisure environment.

Terms of Employment:

This is a contract engagement that is weather dependent. We expect to start in early April and end in late October. Working hours will vary, and week-end work will sometimes be required.

For employees aged 18 years and over, a valid Vulnerable Sector Police Check is a condition of employment and will be required prior to the first day of employment.

Hourly wage: \$21.00 per hour.

How to Apply:

Interested candidates should send a letter of intent, outlining how you meet the qualifications, and CV to communications@blackburntennis.ca by March 31, 2026.

Blackburn Tennis Club Inc. is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.