

POSITION VACANT

LOWER NORTH SHORE, SYDNEY, NSW

Company Andrew Bates Tennis

Position Centre Manager

Location Artarmon, Sydney, NSW 2065

Qualifications

- a) Junior Development Coach (min) or above
- b) 3 + years experience coaching
- c) 2 + years experience of coaching program management, operations management or centre management
- d) Computer skills - Microsoft Excel, Word & PowerPoint intermediate level

Start Date February 2010

Position Overview

Are you a high energy person who loves working with people & making a positive contribution to your team through your superior communication and organizing skills plus have loads of initiative? Then this role may be for you!

We are seeking a qualified & experienced tennis coach who also loves taking responsibility for managing the operational side of a busy tennis centre, ensuring that all details are taken care of well ahead of time & to a consistently high standard.

The centre runs a very wide range of tennis programs – from men's morning comps, group lessons – beginner programs through to advanced tournament squads for children & adults, school tennis programs, numerous tennis events; private lessons, ladies squads, holiday programs and everything in between!

This role includes all aspects of operationally managing these programs, the courts, the coaches & clients as well as taking a key part in the coaching of them. Additionally the role includes responsibility for the running of the administration office, bookings, preparing managing the client database, the soon to be launched website, liaising with schools etc as required.

Hours This role is from Monday morning through to Saturday lunchtime, with a full morning off during the week. The courts do not have lights so no evening work on court is required beyond daylight hours. Availability is essential for all these days during school term plus school holidays work as required.

Salary An excellent remuneration package is available to the right candidate.

All enquiries Andrew Bates 0414 993 994 or abates@bigpond.net.au