



Job Title: General Manager

Objective: To oversee the management and operations of the Winnipeg Lawn Tennis Club facility, ensuring membership growth, high member satisfaction, financial stability, and well-maintained facilities.

Responsibilities:

Membership Management:

- Process applications and introduce new members.
- Work towards increasing and retaining membership.

Facility and Operations Management:

- Ensure daily and seasonal opening/closing of the facility.
- Oversee maintenance of facilities, grounds, and equipment.
- Supervise and direct staff and volunteers in operational tasks.
- Manage merchandise sales and inventory.

Financial and Administrative Responsibilities:

- Assist in financial management, including ledger maintenance, reconciliations, and banking.
- Prepare financial and operational reports for the Board.
- Handle grant applications relevant to club operations.

Communication and Member Engagement:

- Manage communications with members regarding programs, changes, and updates.
- Support the Board in executing financial objectives and operations.

Event and Seasonal Preparation:

- Coordinate and support tournaments and open houses.
- Handle seasonal preparation and closing activities for the facility.

Qualifications:

- Experience in tennis industry and club facility management preferred.
- Strong leadership, communication, and organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and general computer skills.
- Post-secondary education, AED/CPR/First Aid certifications, and Smart Choices certification preferred or willingness to complete.

Organizational Structure:

Reports to: WLTC Board of Directors

Direct reports: Up to 10 attendants

Please contact Kyle Sabourin, Vice President, at kylesabourin@hotmail.com for any question. Feel free to submit resumes to info@wltc.ca or directly to Kyle.