



## TITLE OF POSITION: ASSISTANT EVENT COORDINATOR

Tennis BC is the provincial governing body for tennis in British Columbia. As a not-for-profit organization, we are a volunteer-led organization that delivers programs to support the growth and development of athletes, coaches, officials, clubs and events across the province.

### OVERVIEW

The Assistant Event Coordinator will provide both on-site and remote support for Tennis BC events, ensuring smooth execution of tournaments and related activities. This role requires a high level of organization, flexibility, and strong communication skills, as well as a passion for tennis.

### CORE RESPONSIBILITIES

- Serve as Tournament Director for Provincials and 4-Star tournaments. Including lead site setup and take-down, equipment delivery and pickup etc.
- Providing both on-site and remote support for high-profile events such as the Stanley Park Open, BC Masters Provincials, Junior Nationals, and Junior ITF events, supporting the team with event logistics, tournament desk management, player prizes, award ceremonies, and overall operations. Over time, gain the experience to independently manage these events as the Tournament Director.
- Provide both on-site and remote support for Tennis BC-sanctioned tournaments and other Tennis BC social events.
- Act as a liaison between players, parents, staff, and volunteers to ensure positive event experiences.

### QUALIFICATIONS

- Excellent organizational skills, with the ability to manage multiple tasks and meet deadlines.
- Strong communication skills, both written and verbal, with the ability to engage effectively with members, tournament staff, and parents.
- Ability to learn and operate Tournament Planner software (training provided by Tennis Canada).
- Ability to work independently and collaboratively with teams.
- Flexible work schedule with availability to work weekends and occasional evenings.
- Ideal candidates will have access to a car for transporting equipment and travelling between event sites.
- A background or knowledge of tennis is a must.

### JOB SPECIFICS

- The compensation for this position \$25/ hour as a part time employee
- The successful candidate should be flexible and willing to work additional hours during busy periods, with the understanding that quieter weeks may offer reduced hours in return
- Travelling to event sites is required for this role

### APPLICATION DETAILS

Interested individuals are requested to forward their resume and cover letter to [info@tennisbc.org](mailto:info@tennisbc.org) by the submission deadline of midnight on **November 29, 2024**.