



**800 Santa Maria Blvd, Milton, ON L9T 6W2
(905) 875-9911**

Milton Tennis Club is a non-profit, volunteer run tennis club serving the community since 1923. We are located in one of the fastest growing communities in Canada. As such, we are looking for a **part-time Court Monitor**. This is a summer position from May to September. The hours are approximately 10 hours per week, Saturday and Sundays from 8am-1pm. This person will report to the VP of the MTC Executive.

Responsibilities include:

- greeting members
- managing court assignments to members
- handling petty cash box
- responding to inquiries about our programs and membership
- processing membership or program registration
- answering the telephone
- opening and closing the clubhouse
- maintaining cleanliness at the club

Qualifications:

- Energetic and responsible
- Previous customer service experience would be an asset
- Ability to work independently with minimum supervision
- Necessary training will be provided

Please submit all resumes to info@miltontennis.com by Friday March 29, 2019

Only those selected for an interview will be contacted.