



Elmridge Park Tennis and Pickleball Club

Executive Director

(part-time term position from May-October 2026)

Summary:

We want Elmridge members, guests and visitors to have great experiences at our Club in 2026.

Our new Executive Director will help make this happen!

Working for our Board of Directors, the Executive Director will be responsible for running our Club safely, efficiently and effectively. Most importantly, this will mean creating a high-functioning team of contractors, employees, and volunteers to serve our members. S/he will also ensure Elmridge stays accessible, affordable and a place where people go for fun and camaraderie.

The Executive Director will also be expected to find new sources of revenue for Elmridge such as through sponsorships, increased 'drop-ins' and by preparing grant applications.

S/he must be a great communicator with a professional demeanor and be a great representative of the Club inside and out. S/he will prepare communications products, like newsletters, and keep up our social media accounts.

This position would suit someone who is energetic and loves sports.

Loving pickleball and/or tennis would be a bonus!

Responsibilities:

Reporting to the Board of Directors, the Executive Director will help with:

- the smooth operation and management of the Club;
- planning and managing finances and finding ways to save costs;
- communicating with club members, and with the local community, incl. using social media;
- hiring and overseeing staff and contractors (e.g., coaches) and negotiating contracts where necessary;
- maintaining good relations with the City and local organizations;
- generating partnerships and revenue (incl. through 'drop-in' opportunities);
- coordinating volunteers;
- planning and overseeing special events; and
- health and safety.

Qualifications:

- Experience in building high-functioning teams;
- Strong communication (including social media) and interpersonal skills;
- Enthusiastic, professional, energetic demeanor;
- Great organization skills;
- First Aid and CPR certification is a plus;
- Analytical;
- Ability to learn our software systems (such as Court Reserve);
- Familiarity with Google Forms and surveys an asset;
- Can work independently;
- Some experience in recreation would be an asset; and
- Fluency in both English and French would be an asset.

Working Conditions:

- This is a part-time position from early May - mid-October.
- The position will demand more work at the beginning of the season to get everything ready for the season and less at the end when major activities, tournaments and contracts are winding down. Accordingly, the Executive Director will be required to work 24 hours / week in May and June; 13 hours / week in July and August and 8 hours / week in September to mid-October.
- The successful candidate will arrange their own schedule every week and will work most of the time at the Club.

Benefits:

- \$35/hour.

To Apply:

Please submit your c.v. and a brief covering letter outlining your relevant experience and why you are interested in this position to president@eptc.ca

Deadline: 10 April, 2026

N.B. Hiring Preference will be given to members.

This job description is intended to provide a general overview of the position. Duties and responsibilities are subject to change based on the needs of the Club.