



## ASSISTANT SPORTS MANAGER - RACQUETS

### **PRIMARY JOB PURPOSE**

Assist with managing and promoting all racquet sports at both Auckland Park and Woodmead. This includes organizing and coordinating all racquet sports functions or events, and daily maintenance of all the racquet facilities and equipment. Managing the check-in, booking processes, and staff performance. To increase racquet sports participation and awareness at the Club by introducing racquet sports programs to best suit the Members interests and needs.

### **KEY RESPONSIBILITIES**

- Serve as the primary point of contact and Member Liaison for all racquet sports at the Club.
- Actively grow membership participation and increase usage of racquet sports.
- Manage the daily operation of the Club's racquets sports facilities.
- Lead and manage staff in racquets, maintaining consistently exceptional member service standards.
- Identify, report and follow up on all maintenance and equipment issues relating to racquets facilities.
- Manage and control all stock related to the Racquets facilities.
- Manage all administrative functions and reporting for Racquets sports at the Club.
- In collaboration with relevant coaches and the Sports Manager, plan, develop, and manage a calendar of social and competitive events, tournaments, and fun clinics across all racquet sports at the Club.
- Participate in member sporting events where appropriate to do so, to help foster engagement and a sense of community.
- Ensure timely and accurate communication with members, reviewing all content before distribution across relevant channels.
- Act as the liaison between the Sports Manager and Food & Beverage Manager to ensure seamless coordination.
- Provide coaching support as and when required.
- Prepare monthly analysis and performance reports for Racquets.
- Proactively engage with members to gather feedback , identify areas for improvement and grow participation in racquets sports at the Club.
- Motivate and encourage ongoing member participation and enthusiasm for racquets sports.
- Communicate regularly with all members via email, WhatsApp and other social media platforms.
- Provide content from events for newsletters and social media.
- Contribute to the broader sports team, by supporting and working in any other sports-related area as required.

## ***PERSONAL ATTRIBUTES & SKILLS***

- Strong written and verbal communication skills.
- Enthusiastic and passionate about sport, with a particular interest in racquet sports.
- Excellent interpersonal and people skills.
- Proficient in Microsoft Office at an intermediate to advanced level.
- Active and fluent user of social media platforms, including but not limited to Facebook, Instagram etc.
- Creative thinker with a proactive and forward-thinking approach.
- Highly organised with strong administrative capabilities.
- Willing and able to use a personal cell phone for work purposes, responding to urgent management communications promptly and to member queries in a timely manner.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- A minimum of 2 to 3 years' experience in a similar role or sporting environment.
- Physically fit and active, with the ability to participate in sport regularly.
- Physically capable of assembling and handling sports equipment as required.
- Well-informed and up to date with developments and trends across relevant sporting disciplines, particularly in racquets sports.
- Available and willing to actively participate in member sporting activities.
- Knowledge of Jonas Software would be advantageous.

## ***QUALIFICATION***

- Matric certificate or equivalent qualification.
- A tertiary qualification in Sports Marketing or Sports Management is preferred.
- Valid South African driver's license and own reliable transport.

## ***PROPERTY***

- Auckland Park and Woodmead

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested applicants must send their CVs to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than the 20<sup>th</sup> July 2026.