

Pickleball Kelowna Club

Court Host Co-ordinator - Job Description

Sept 2016

Must have solid knowledge of computer skills and ability to send/receive emails.

Attend Club board meetings with other directors as required.

Organize Court Host Schedule for season ensuring each start time has a Court Host to open.

Prepare start-up clinics for Court Hosts to recruit and show procedures for opening/closing.

Communicate via email/phone with all Court Hosts up to-date schedule, time changes, information, key assignments.

Collect Name Tag fees from membership and place orders in bulk with Fast Stamp.

Pick-up Name Tags as available and communicate with members via email for pick-up at the courts.

Other duties as assigned from board meetings.

Represent Pickleball Kelowna Club both in the community and beyond.

Terms of office - two years October 1st to September 30th