

Assistant Manager
Huron Valley Tennis Club
3235 Cherry Hill Rd.
Ann Arbor, MI, 48105
huronvalleytennisclub.net

Huron Valley Tennis Club (HVTC) is a 500-member tennis club offering group and private instruction and access to seven indoor and ten outdoor courts. HVTC has been a steady presence in the community since its founding in 1970.

Job Summary

The Assistant Manager will assist with all key responsibilities of the Manager position and will serve as the primary back-up to that position. The Assistant Manager will report directly to the Manager, who reports directly to the General Partners. The Assistant Manager will interact with members, guests, suppliers, contractors, and other employees.

General Responsibilities

- Assist in daily management activities, including payroll, billing, cash receipts, program management, staff hiring
- Suggest and help implement process improvements, where appropriate
- Assist with contractor hiring and relationship building
- Provide coverage at the front desk, as needed
- Respond to Manager requests

Qualifications

- Bachelor's or associate degree, with management coursework
- Relevant business experience
- Excellent written and oral communication skills
- Familiarity with business software
- Motivated to learn and solve problems
- Be a team player

Compensation and Benefits

- Full-time, salaried
- 40 hours/week in general, with some overtime
- Health insurance, SIMPLE IRA plan with match
- Complimentary family membership, pro-shop discount
- 21 days of combined vacation/sick pay per year

Contact Mike McClure, Manager, at 734-662-5514 for more information. HVTC's mailing address is PO Box 131399, Ann Arbor, MI 48113-1399.