

# Squash/Racquet Lead

**Location:** Eau Claire Athletic Club (ECAC)

**Employment Type:** Full-time

**Reports To:** Head of Athletics

**Apply via:** <https://www.ecathleticclub.ca/careers/>

## ***Position Overview***

The Racquets Lead is responsible for developing and overseeing all squash, pickleball, and badminton programs at ECAC. This role includes coaching players of all skill levels, organizing tournaments and leagues, managing court usage, maintaining equipment, and fostering a vibrant racquets community. The ideal candidate is a passionate and experienced instructor who can deliver high-quality coaching, enhance member engagement, and optimize club resources for racquet sports.

## ***Key Responsibilities***

### **1. Coaching & Program Development**

- Provide high-quality individual and group coaching for squash, pickleball, and badminton players of all skills levels.
- Develop personalized training plans to support skill development and performance improvement.
- Conduct skill assessments and offer constructive feedback to members.
- Design and implement a variety of programs tailored to different age groups and experience levels.

- Organize beginner, intermediate, and advanced clinics to ensure progressive learning pathways.
- Track participation and gather feedback to refine offerings.

## **2. Leagues, Tournaments & Events**

- Plan, organize, and oversee member leagues and tournaments in squash, pickleball, and badminton.
- Develop seasonal and themed events to promote community engagement.
- Coordinate logistics for tournaments, including match schedules, scoring systems, and communications.
- Host special exhibition matches and holiday tournaments to enhance the member experience.
- Collaborate with other club departments to integrate racquet sports into larger social activities.
- Collect post-event feedback to assess success and implement improvements.

## **3. Facility & Equipment Management**

- Manage court bookings, ensuring equitable access for all members and ages.
- Work with the Athletics Manager to maintain a structured schedule for lessons, programs, and open play.
- Monitor court usage trends and adjust scheduling or programming accordingly.
- Assist in overseeing the availability and maintenance of equipment, including racquets, balls, nets, etc.
- Ensure all equipment is in good condition and coordinate replacements or repairs as needed.
- Track equipment inventory and coordinate supply orders with management.
- Conduct regular court inspections to ensure safety and quality standards.
- Work with maintenance staff to schedule necessary cleaning, repairs, and upkeep.
- Report any court surface, lighting, or fixture issues promptly.

## **4. Financial & Administrative Management**

- Prepare and manage the budget for racquet sports programs, tracking expenses for equipment, events, and development

- Monitor revenue from lessons, clinics, and events, generating reports for management.
- Identify opportunities for additional revenue, such as premium clinics or pro shop sales.

## ***Qualifications & Skills***

### **Experience:**

- Proven experience coaching squash, pickleball, and/or badminton.
- Strong background in program development and event management.
- Experience managing court scheduling, equipment maintenance, and inventory.

### **Skills:**

- Knowledge of tournament structures, scoring systems, and event coordination.
- Excellent communication and leadership skills.
- CPR/First Aid Certification

### **Technology:**

- Proficiency in membership management software, POS systems, and basic office applications.

### **Attributes:**

- Team-oriented, proactive, and committed to delivering outstanding customer service.
- Ability to build relationships with club members of all ages and skill levels.
- High level of professionalism and member service orientation.

## ***Schedule & Work Environment***

- Full-time position; availability for evenings and weekends as needed.
- Work is performed primarily at the fitness desk and third floor areas of ECAC.
- ECAC is an in-person work environment – there is no availability for remote work.

### ***Compensation & Benefits***

- Competitive salary based on experience.
- 70% of private lesson revenue.
- Individual access to ECAC facilities and programs during specified times.
- Opportunities for professional development within ECAC.