



STOWE
TENNIS
CLUB

1180 Barrows Road | Stowe, VT 05672
(802) 253-8250
contact@stowetennisclub.com

The Stowe Tennis Club is seeking a part-time reception, member services and retail associate for the summer season. The club is open from late May through October and the office is staffed from 8am until 6pm daily. This position is available at 10 to 20 hours per week, with shifts of 3-5 hours in length, and pay starting from \$16.00 per hour. Flexible scheduling makes this position work well as a second job or around other commitments. The associate reports to our club manager, Elle Anderson.

Located at 1180 Barrows Road, the Stowe Tennis Club and its nine clay courts and swimming pool are tucked away in a beautiful location surrounded by hills and fields. The private club serves a close-knit and vibrant community and the front office and pro shop play a central role in creating the member experience. The role covers a range of diverse duties, from welcoming and receiving members, checking in their guests, and managing court reservations to processing retail transactions, answering the phone, and monitoring the facilities. Safety is built into our operations: Most in-person transactions occur through the sliding reception window and the membership is small and local (approximately 400 members plus a junior tennis program).

Candidates who are outgoing and engaged, have an attention to detail, and have service or hospitality experience are well-suited for the role. Candidates should expect to become proficient in the various computer programs used for reservations, membership and retail. A high level of professionalism, courtesy and friendliness is a given. This associate can positively impact the member experience every day, making the work rewarding and fun. Experience or an interest in tennis is a plus and benefits include use of the facilities. Come join our passionate and dedicated community!

The Stowe Tennis Club was founded in 1954 and is a private, non-profit organization. Please email contact@stowetennisclub.com for more information and to apply. We look forward to hearing from you!