



SPORTS INTERN - RACQUETS

PRIMARY JOB PURPOSE

To take all reservations for Racquets Pavillion courts bookings, to check in and bill members and their guests for Tennis and Padel. To monitor the Racquets Pavillion and report on any issues, To assist in the Racquets Proshop to sell merchandise and equipment and to manage the stock and the outlet. To deal with any relevant queries and issues raised by members and guests. To provide overall assistance and service at the Racquets Pavillion including food and Beverage service, cleaning of courts and the surrounds. Currently facilitate services at Racquets with the flexibility to be assigned to other racquet sports and general sporting responsibilities as required by the club

KEY RESPONSIBILITIES

- Growing member participation and usage of the Racquets facilities.
- To assist in the day-to-day operations of the Racquets Pavillion.
- To deal with all padel and tennis courts reservations, cancellations and amendments.
- To check-in and bill all players for games as per policy and do related cash-ups and reports
- To sell equipment and merchandise to players, manage the stock control and Proshop area.
- To assist all members and their guests at the Racquets Pavillion.
- Ensure the facility is always kept at a high standard of cleanliness and functionality.
- Provide a friendly, helpful and positive energy for members and their guests.
- Provide daily reports for managers/Supervisors on the day.
- Assist with food and beverage orders if necessary.
- Assist with cleaning of courts, glass and surrounds.
- Ensure the courts astros have been rolled weekly.
- Report any breakages or maintenance issues to management
- Assist with socials and tournaments.
- Ensure that the storerooms are kept neat
- Ensure Tennis and Padel counter Posters and notice boards are kept updated.
- Ensure all racquets equipment is in working and safe conditions.
- Ensure weekly recon and count of all racquets equipment and stock.
- Ensure Tennis courts and surrounding areas is checked every hour for players that have not checked in, umbrellas are in the correct position (on the mat and down if not used)
- Ensure a thorough facility check is done each day to report any issues (maintenance, light,court nets, fences, Astro, litter, weeds, tennis court surfaces).
- Ensure communication is sent to various channels daily
 - Weather updates to member groups
 - Court bookings and reports to internal groups
 - Daily reports via email to managers

- Various monthly data capturing and compiling
 - Court bookings
 - Guest rule breakers
 - Functions reports
- Assist with the monthly stock count and stock control
- Participate in games with members when appropriate to do so.
- Engage with members and obtain feedback to assess improvement and grow participation.
- Coaching classes: Facilitate free junior padel socials and assist coaches where possible with junior clinics
- Provide feedback to Sports Management regarding clinic and social participation.
- Assist with checking members details are correct for clinics and ensure billing is completed.
- Communicate with all members via emails or WhatsApp when appropriate.
- Ensure responses are sent to members timeously on WhatsApp groups and direct messages to the padel phones and email.

PERSONAL ATTRIBUTES& SKILLS

- Strong Communication skills (Written and Verbal)
- Great social and interpersonal skills.
- Computer Skills (MS Office – Intermediate user)
- Physically able to assemble equipment.
- Physically fit and active individual.
- Must be able to and willing to work with children.
- Able to work early mornings and late nights.
- Creative and forward thinking.
- Accuracy and attention to detail.

MINIMUM / PREVIOUS EXPERIENCE

- Physically fit and active individual.
- Physically able to assemble equipment.
- Active knowledge in the field of sports be up to date with everything.
- Readily available to participate in sports.

QUALIFICATION

- Matric or equivalent.
- Tertiary qualification in Sports Marketing or Sports Management (preferred)
- Valid SA driver's license (advantage)

PROPERTY

- Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested employees must complete the application form and submit with their CV's to careers@ccj.co.za by no later than *10th September 2026*.