



Burnaby Tennis Club

Job Posting

Tournament Director

Burnaby Open

About the Role

The Burnaby Tennis Club is seeking an experienced individual to serve as Tournament Director to lead a team in running the Burnaby Open. This is an exciting opportunity to play a key leadership role in one of the club's premier annual events.

Position Details

Tournament Dates	12 days (June)
Time Commitment	Approximately 100 hours total
	• 75 hours on-site during tournament days
	• 25 hours off-site (planning & preparation)
Compensation	\$3,000 (flat fee)
Application Deadline	N/A
Apply To	clubmanager@burnabytennis.ca

Responsibilities

- Lead a team consisting of an Assistant, Scheduler, Club Manager, and Volunteers
- Coordinate daily staffing — from setup before the first match of each day through takedown at day's end
- Recruit volunteers from BTC membership and local high schools
- Provide orientation and training for student volunteers covering job duties, facilities awareness, and more
- Schedule all volunteers (students and members)
- Liaise with service providers and suppliers supporting the tournament, including the food concession operator, cleaners, etc.
- Coordinate Tennis BC staff (Referee/Rovers) to oversee matches
- Respond to entrants' questions and complaints in a cordial and professional manner
- Arrange indoor court rentals if necessary, in the event of rain
- Ensure daily cleaning, restocking of washrooms, garbage removal, and other needs as they arise
- Train on tournament software to enter match results
- Provide a post-tournament summary report to BTC covering financial results, participation, tournament results, and issues/concerns for future events



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How to Apply

Interested candidates are invited to submit their application to:

clubmanager@burnabytennis.ca

Please include a brief summary of your relevant experience organizing or managing tennis tournaments or similar events.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.