



The Weston Field Club, a private Club in Fairfield County, is seeking a seasonal full-time Administrative Assistant to join our Racquets division. In conjunction with our Director of Racquet Sports you must be able to deliver a high quality service to the membership and possess the following skills.

- Communication skills are paramount. Whether it is in person, email or on the phone.
- Have a fundamental understanding of Club Tennis and Paddle Tennis, including how different lessons work.
- Book lessons, court reservations and record and maintain data related to this.
- Assist in the organization of events by recruiting members to take part.
- Create flyers and help with internal marketing to promote all tennis events.
- Be responsible for keeping a record of billing.
- Fielding questions from current and potential members and referring those members to contact points from which they can obtain further information.
- Ensure the Pro-Shop and the surrounding areas are clean and in order.
- Be available to work 40 hours per week at the discretion of the Director of Racquet Sports.

If you feel you have this skillset please email Greg Johnstone at gjohnstone@westonfieldclub.com with a cover letter and resume. We look forward to meeting the right candidate and are eager to grow our team.