

RLWYC Job Description

Job Title: Head Tennis Pro

Job Type: Full Time (Seasonal)

Posting Date: December 2019

Closing Date: January 15, 2020

Job Description

The Head Tennis Pro is responsible for the delivery of the overall tennis program at the Club. Reporting to the Tennis Rear Commodore(s), the pro provides input on the tennis programs, promotes the tennis programs, provides private and group lessons, organizes and manages tournaments and oversees the tennis facilities and services. The Pro works closely with the Club management and staff to provide excellent membership experiences.

- Collaborate with the Rear-Commodores of Tennis and provide input for the tennis program offerings as well as the tennis related information on the RLWYC website and the club newsletter
- Promote and deliver group and private lessons in a professional manner.
- Manage and mentor an Assistant Pro and Junior Helpers to deliver RLWYC tennis programs - progressive tennis for ages 5-10, junior development for ages 10-16, adult clinics, special hitting sessions, private lessons and tournaments
- Receive and maintain program registrations records and liaison with admin staff on billings
- Promote, organize and run the 6 RLWYC tennis tournaments
- Monitor required tennis equipment and notify Tennis Commodore(s) of equipment needs
- Ensure that the courts and surrounding areas are well maintained and free of debris, that water and cups are available on all courts and that equipment is retrieved and maintained
- Coordinate with other Program Instructors on combination programs
- Act as ongoing liaison with members and prospective tennis players and advise the Tennis Commodore(s) on areas of potential improvement
- Prepare and present a weekly report with registration numbers and a final report with recommendations at the end of the season to Tennis Commodore(s)

Preferred Skills:

- Must have a minimum Instructor 1 and Club Professional 1 certification (Club Pro2 and Coach 2 is preferred) and experience teaching Tennis Canada Progressive Tennis Programs
- Experience working with, managing and mentoring other instructors is desirable
- High level interpersonal skills and a demonstrated capacity to work in a team environment are essential as Head Tennis Pro works alongside all staff members (tennis, sailing, swimming) and may live at Yacht Club (room and board may be provided)
- Valid Boating license recommended as staff is responsible for own transportation to and from the club
- Must have a Social Insurance Number

Applications, along with covering letter, should be sent to JobsApply@rlwyc.ca. We thank all applicants for their interest in this position.

