



## RLWYC Job Description

**Job Title: Assistant Tennis Pro**

**Job Type: Full Time**

**Posting Date: January 1, 2025**

**Closing Date: January 30, 2025**

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### **Job Description**

- Reporting to the Rear-Commodore of Tennis, the Assistant Tennis Pro works with the Head Tennis Pro to deliver the club's tennis programs - progressive tennis for ages 5-10, junior development for ages 10-16, adult clinics, special hitting sessions, private lessons, and organized tournaments.
- Will assist the Head Pro on the court.
- Work with and mentor Junior Helpers to deliver the class.
- Assist in managing and maintaining tennis courts and equipment (check nets, track ball usage, pick up balls around the courts, fill water jugs as needed, replenish cups)
- Assist with program administration; track attendance at programs, promote tournaments, complete weekly reports and submit them to the Club's Operations Manager as well as the Rear Commodores of tennis.

### **Preferred Skills:**

- The minimum age requirement is 16.
- An ideal candidate has Instructor 1 certification and several years' experience working with both kids and adults.
- Must be a team player as the Assistant Pro works alongside all staff members (tennis, sailing, swimming)
- Valid boating license recommended.
- Must have a Social Insurance Number

*Please note that duties will be added, deleted, and modified as required.*

Applications, along with cover letter, should be sent to [jobsapply@rlwyc.ca](mailto:jobsapply@rlwyc.ca). We thank all applicants for their interest in this position.