

## **TITLE OF POSITION: VANCOUVER ISLAND REGIONAL AMBASSADOR**

### **ABOUT THE ROLE**

The purpose of this role is support Tennis BC initiatives on lower Vancouver Island. This is an extension of the Tennis BC Regional Ambassador program. The Vancouver Island Regional Ambassador (VIRA) will be paid a stipend to initiate, develop and coach local tennis initiatives in this community. Ambassadors will be entrepreneurial community coaches who are passionate about growing tennis in their community. Tennis BC will support this coach with a financial stipend to grow his/her business. The VIRA will be able to use the Tennis BC brand as a certified representative of the organization in support of their community tennis initiatives.

### **SCOPE OF RESPONSIBILITIES**

This role has three components;

- A. Developing relationships with the tennis clubs and facilities to support and coordinate the growth of u12 tennis development
- B. Growing Tennis BC schools and outreach programs
- C. Create regular reports following Tennis BC's funding partners metrics

### **DETAILS OF PROGRAMS**

- A. Developing relationships with the tennis clubs and facilities to support and coordinate the growth of u12 tennis development
  - a. Communicate with local clubs and tennis facilities to support, promote, and track progressive tennis programs being implemented. The VIRA will coordinate annual calendars and track what programs are being offered, how many participants, and the movement of participants through the various levels of programs being offered.
  - b. Work with Tennis BC's player development team to provide support and pathway information to parents, players, coaches and clubs such that more players enter the pathway and progress through the development levels.
  - c. Work with Tennis BC to coordinate and communicate development regroupings

B. Schools and Outreach Programs

- a. Organize and implement Tennis BC's school learn to play programs in the community as the head coach or using local coaches with a plan to develop a long term business model
  - i. Coordinate with the leader of the TBC School program to identify local schools interested in tennis and to market and teach the schools programs
  - ii. Tennis BC will provide marketing support, brochures, coaching certification as needed, background checks, equipment, and invoicing and take a small % of the fees to offset costs

b. Organize and Implement Tennis BC's Outreach Programs

- i. Plan, organize and lead various outreach programs on behalf of Tennis BC
- ii. Team tennis working with boys and girls' clubs, YMCA, etc.
- iii. Aboriginal communities
- iv. Other supported communities (ie: Girls in Action, Canucks Autism)

C. Reporting

- a. Using Tennis BC's formats the VIRA will gather metrics from the region and submit reports on a regular basis

## **SKILLS REQUIRED**

1. Entrepreneurial initiative to develop relationships and build a coaching business
2. TPA certified coach or if not certified, a willingness to go through either full certification or a modified progressive tennis certification. Tennis BC may provide financial support depending on the candidate.
3. Positive, organized and energetic communication skills in handling youth under the age of 12 and other specific targeted recipients of tennis development.
4. Ability to work independently in developing local programs
5. Ability to work in a team environment with the Tennis BC team and other Tennis Ambassadors
6. Basic computer skills for reporting

## **JOB SPECIFICS**

1. A variable cash stipend is provided for candidates depending on the scale of programming coaching certification level and program development progress. It is expected that the VIRA be growing their own business or be supported by a local club or facility in a coaching capacity. This role is as a contractor to Tennis BC.
2. Regular communication with Tennis BC leadership is required to ensure programs are being well marketed and growing.
3. A successful criminal background check is required and paid by Tennis BC.