**

**Head Tennis Professional Job Posting**

The Vancouver Lawn Tennis and Badminton Club, founded in 1897, has a celebrated history as the city’s premier racquets and social club. Members enjoy superior tennis, badminton and squash programs, fitness and aquatics facilities, superb dining and outstanding service. The Club is nearing completion of a major renovation of our top floor banquet rooms, pub, main kitchen and new squash centre to enhance members’ experience.

Vancouver Lawn is the place to play tennis. With 16 courts — 12 hard surface and four clay — the Club is one of the best facilities in the province for year-round tennis. Members enjoy great court availability for both drop-in and advance-booked games.  
  
Members of Vancouver Lawn are an active community of racquet enthusiasts at the center of Vancouver’s tennis scene. Our team of tennis professionals offers a wide range of private and group lessons plus intensive group camps for all ages and skill levels. We strive to ensure time at the Club is both enjoyable and rewarding.  
  
Adult members may participate in league play, social mixers, individual and group coaching, drill sessions, tennis camps and tournaments. Our juniors are introduced to tennis through fun activities and top-notch, supportive instruction. Based on an individual’s skills, interests and goals, our Club’s tennis professionals guide players through Tennis Canada’s recreational, competitive and high-performance training programs to be National and International competitors.

Van Lawn is seeking a Head Tennis Professional who is dedicated to being the best and is willing to embrace the Club's core values of community, tradition, exceptional service, fiscal responsibility, and continuous improvement.

Reporting directly to the CEO, the Head Tennis Pro is responsible for leading, directing and managing the Tennis department. This critical member of the Club’s team requires extensive tennis coaching and program development experience, plus outstanding member relations and communication skills. The Head Tennis Pro must be a charismatic, passionate professional who takes a sincere interest in member satisfaction. He/She will ensure our members and guests are met with friendly, efficient service in exceptional surroundings, and that we provide quality coaching and programs to meet and exceed members’ expectations. This is a critical position within the Club and therefore the successful candidate will be an experienced, highly qualified coach who has continued to update their skills and can manage, develop and continue to grow the Club’s tennis operations.

The new Head Tennis Pro will need to be able to make sound decisions in a fast-paced and vibrant environment. The ideal candidate will be confident, positive and engaging while being highly visible to the membership. The successful candidate will embrace the idea of continuous improvement, continually looking for new, creative ways to provide exceptional tennis experiences and quality service to members and guests.

**Primary Responsibilities:**

The Head Tennis Pro is responsible for the organization, administration, implementation and coordination of all aspects of the Club’s tennis programs and for ensuring these programs are in keeping with and complement the goals of the Club.

* Promote, produce and maintain high quality, innovative tennis programs for club level players of all ages and ability
* Create innovative and dynamic programs that enrich the member tennis experience at all levels for both adults and children incorporating private and group coaching, clinics, social tennis, recreational play, open play and tournaments
* Organize, promote and oversee a variety of dynamic, interactive tennis activities including but not limited to club leagues, ladders, mixers, shoot outs, drop-ins, fun tournaments and additional initiatives to enhance the Member experience. Organize special events to stimulate member interest and involvement
* Ensure court usage for programs vs availability for open play is well balanced to meet the needs of all members.
* Ensure courts and tennis equipment are well maintained and in good working order.   When required, notify appropriate club resource for upgrades or repairs.
* Lead, coach and supervise Assistant Pros to ensure the highest professional standards are maintained
* Ensure that all Members and guests receive courteous, prompt and professional attention to all their needs
* Welcome new Members and help orient them in the Club tennis community
* Responsible for the interpretation, coordination, implementation and administration of the policies and procedures prescribed by the Board of Directors as they pertain to Tennis
* Responsible for developing, implementing and marketing growth strategies to ensure the fiscal health and success of the Tennis department
* Excel in demonstrating the Club’s Values and Code of Conduct
* Effectively communicate and coordinate Tennis information to the membership and all Club departments, promotes all Tennis programs, tournaments and events
* Expected to work evenings and weekends as events require

**Position Requirements/Qualifications:**

* 3-5 years’ experience as a Head Pro in a managerial position in a private club, resort or similar operation, supervising and managing a multi-faceted tennis operation and managing a large group of Assistant Professionals
* Club Professional Level 3 or equivalent
* Ability to deliver a very high level of fun, engaging, safe and informative tennis sessions
* In depth knowledge of current tennis developments
* An accomplished player
* Ability to lead, motivate and train a team and maintain effective working relationships
* Ability to effectively communicate with members, management and staff
* Previous experience with operating budgets and forecasting
* First Aid certificate
* The position requires strong communication skills, superior organizational skills and to be service oriented.

**Compensation**

* Remuneration and terms and conditions of the position will be discussed at interview. Remuneration will reflect the importance of the position.

Only candidates considered for an interview will be contacted. Interested candidates should send a detailed resume and cover letter by **October 11, 2016** to:

Janis R. Ostling

Chief Executive Officer

Vancouver Lawn Tennis and Badminton Club

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