

Job Posting: Director of Tennis

The Arbutus Club has been one of Vancouver's landmarks since 1964. Our vast range of facilities and programs, coupled with unparalleled service, have earned us a reputation as one of Canada's finest premier Private Clubs. Our motto is 'Putting Families First' and we value a happy and safe work environment.

Duties & Responsibilities

This position is in the Recreation Services Department and will be reporting to the Recreation Services Manager. The hours will vary according to the operational needs of the Club. The position will include the following tasks:

- Accountable for maximizing member satisfaction, meeting or exceeding the financial plan, and providing leadership for the Tennis department
- Assist in the development of operating and capital budgets for the Tennis program, achieving the department's operational goals through proper forecasting, cost controls and labour management
- Provide a high level of instruction, co-ordination, program/event planning and administrative support services for the tennis program to support the Club's strategic goals and objectives
- Responsible for hiring, orientation, training and supervision of the Club's Tennis professionals
- Provide a full range of participation-oriented coaching to members enrolled in the tennis program
- Assist the Tennis Committee with the planning and hosting of any tournaments or special events
- Ensure that all Tennis programs, services and events are submitted for inclusion in the Club's publications at the assigned time
- Review and approve hourly and salary payroll accurately in Rise payroll management
- Act in the best interests of the Club and its members while leading the department and delivering services

Requirements & Qualifications

- NCCP Coach Level 3 & Club Pro 2 certification or better preferred
- 4 years' experience in managing/instructing/directing/coaching and competitive experience required
- Previous experience working with a range of levels in tennis from learn to play to competitive city league participants
- Previous experience training and mentoring staff
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Current Police Record Check

Join the Club

- Competitive pay rate based on level of experience
- Be part of Canada's leading private family Club!

Applicants may submit a resume with a Cover Letter, in Word or PDF format, on the Club's website by March 30, 2020: https://www.arbutusclub.com/OUR_CLUB/Careers