

HOLLYBURN

COUNTRY CLUB

About Us

Hollyburn Country Club - A Private, Family Club

Hollyburn Country Club offers members an exclusive hub for activity, sport, dining, entertainment, socialization, and business. We provide a welcoming environment that serves as a home away from home for many of our members.

Our Values

- Community – Foster strong connections and a sense of belonging.
- Respect – Uphold a culture of courtesy and mutual respect.
- Hospitality – Deliver exceptional service in everything we do.
- Evolve – Embrace change and strive for continuous improvement.
- Magic – Create memorable experiences that go above and beyond.

The Location: Hollyburn Country Club is located in West Vancouver at 950 Cross Creek Road. Prior to applying for this position, we strongly encourage you to Google our location to ensure that you will be able to travel to and from work as public transportation is limited.

Position Summary

The High-Performance Manager will be directly responsible to the Head of Tennis and oversee the running of the Junior High-Performance Program linking the Progressive tennis stream to the High-Performance stream. The goal is to increase the number of National Level Tennis Athletes representing Hollyburn and facilitating the change in culture and reputation of the Country Club Mentality. Creating a competitive environment whilst maintaining quality standards in the HP stream, that is recognised by all tennis staff; and ensuring players are committed to their contract and satisfying the demands of our HP program which players want to be apart of and are proud to be in.

This individual should be outgoing, reliable, and knowledgeable in all aspects of our sport. They should be 100% committed to providing a fun but competitive playing environment for all our HP junior players at Hollyburn Country Club. Computer skills are essential and leadership experience is an asset.

Position Responsibilities

Coaching & Player Development

- Fulfill a minimum of 8 hours per week on the Hollyburn Tennis Program to allow for private coaching
- Deliver private lessons to Adults and Juniors at time blocks approved by the Head of Tennis
- Be knowledgeable about both our Junior and Adult Tennis Programs
- Create overall team environment for all HP players



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- Create lesson, term, and annual plans for Red, Orange, Green, Regular, and Super Achievers programs
- Collaborate with fitness coaches to ensure Tennis Canada standards are being met and to set up fitness testing
- Lead quarterly goal-setting sessions with players and coaches
- Organize individual Parent and Child meetings regularly
- Assist with tournaments and club events as required
- Be open to pursuing further certification and professional development opportunities
- Engage with our Members and be passionate about developing the love of the game for everyone
- Will adhere to all club/court rules and regulations. Lead by example!
- Any other duties as assigned and agreed upon by the Head of Tennis

Program & Team Management

- Create contracts for parents and students outlining behavioural expectations and program commitments
- Maintain a database of kids in the tennis program to manage registration
- Send class recommendation emails prior to registration
- Review classes to ensure kids are in the correct level, age group, and not exceeding maximum classes
- Manage court usage to ensure proper court-to-player and coach-to-player ratios
- Ensure coaches are supplied with up-to-date attendance sheets
- Maintain guidelines/criteria for junior invitations to HP classes
- Ensure continuity of staff feedback to parents/players regarding movement, equipment, and development
- Increase communication between coaches regarding potential player movement
- Lead monthly meetings with HP coaches to ensure consistency and monitor progress
- Review each *View* submission for the program guide and make edits
- Meet with the Head of Tennis and Head of HP to discuss obstacles, ideas, and talent identification
- Attend team meetings as required

Parent, Member & Coach Communication

- Demonstrate strong communication skills and be direct in dealing with parents and Members
- Demonstrate strong computer skills and be prompt with email responses and organization
- Host termly group parent meetings to educate on LTAD, the upcoming term, and parent roles
- Organize individual parent and child meetings regularly
- Ensure continuity of communication across staff regarding class expectations and development
- Work with tennis parents on special team-building events for HP juniors

Events, Tournaments & Pathways

- Plan and coordinate tournament trips — in-province, out-of-province, and international
- Ensure coach presence at tournaments
- Network with U.S. colleges to establish pathways for HP players
- Bring in regular guest speakers (nutritionists, sports psychologists, current/ex-pros) to inspire players



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- Organize team clothing and explore potential brand sponsorships
- Help manage and replenish progressive and regular balls in storage buildings

Skills & Qualifications

- Must be certified with Tennis Canada Club Pro 2 and/or Coach 2
- TPA membership required
- You must pass a criminal record check
- Minimum 5 years coaching experience

Benefits

- Free on-site parking
- Seasonal staff team building events & activities
- Staff discount in the Sports Boutique and Cafe

Working Conditions

- This position operates 100% on-site
- Regular evenings or weekend work may be required during peak periods or special events
- Own transportation is an asset as public transportation is not frequent to/from the Club
- Candidates must agree to complete a Police Information Check (fully reimbursed upon hire).

Additional Information

Hollyburn Country Club is an Equal Employment Opportunity employer. We celebrate and take great pride in providing equal opportunities to all applicants and employees. Hollyburn firmly enforces this policy and does not discriminate or tolerate discrimination based on age, race, colour ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, political belief and gender identity or expression, or any other prohibitive grounds.

Thank you for your interest; due to the volume of applications, only short-listed applicants will be contacted. No phone calls, please.

Application Questions for ALL Posts

- Are you a member at Hollyburn Country Club?
- Have you previously been employed with Hollyburn Country Club?
- If successful with your application, how would you plan to commute to Hollyburn Country Club?
- Are you legally eligible to work in Canada (Work Permit, Permanent Residency, Canadian Citizenship)?
- What role do you believe hospitality plays in creating exceptional customer experiences; and how would you apply this philosophy in the role you've applied for?

