

# 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 Junior Tennis Manager will be directly responsible to the Head of Tennis and oversee the running of the Junior Program linking the Progressive tennis stream to the high-performance stream. To maintain quality in each stage of the progressive stream and continuity in players progressing through levels to sustain a standard that is recognised by all tennis staff.

This individual should be outgoing, reliable, and knowledgeable in all aspects of our sport. They should be 100% committed to providing a fun and competitive playing environment for all our junior and adult 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
- Train assistants to ensure Hollyburn standards are met
- Lead kids' tennis birthday parties if requested
- Assist with tournaments and club events as required
- Engage with our Members and be passionate about developing the love of the game for everyone



# HOLLYBURN

## COUNTRY CLUB

- Be open to pursuing further certification and professional development opportunities
- Will adhere to all club/court rules and regulations. Lead by example!

### *Program Administration & Operations*

- Maintain a database of kids in the tennis program to manage registration
- Send class recommendation emails prior to registration
- Review classes to ensure appropriate level placement, age grouping, and class limits
- Manage court usage to ensure balanced court-to-player and coach-to-player ratios
- Ensure coaches receive and update attendance sheets
- Maintain criteria for class movement and progression
- Review and edit each *View* submission for the program guide
- Manage progressive balls and court equipment; redistribute or replenish as needed
- Update and maintain the junior notice board with tournament info and articles
- Meet with the Head of Tennis and Head of HP to discuss obstacles, ideas, and talent ID
- Attend team meetings as required
- Any other duties as assigned and agreed upon by the Head of Tennis

### *Communication & Member Engagement*

- Demonstrate strong communication skills with parents and Members
- Ensure continuity of staff feedback on class movement, equipment, and development expectations
- Foster communication between coaches regarding player progress and potential movement
- Organize and lead parent education weeks each term to discuss player pathways
- Demonstrate strong computer skills; respond to emails promptly and stay organized

### *Events & Tournaments*

- Organize, communicate, and run junior events such as Awards Ceremony, Open Day, Kids' Christmas Party
- Organize and run in-house junior tournaments: Hotshots, Compass, First Set Tour, etc.
- Order and collect trophies for junior events when required

### **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



# HOLLYBURN

COUNTRY CLUB

## **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?

