



JERICHO TENNIS CLUB
Tennis Development Manager

Department: Tennis
Job Type: Full Time
Salary Range: \$70-90,000 annually
Schedule: Days, Evenings, Weekends

About Jericho Tennis Club

For over 100 years, Jericho Tennis Club has been one of Vancouver's most exclusive yet welcoming private clubs, located on the spectacular shores of Jericho Beach. With 12 tennis courts, squash courts, fitness facilities, a pool, dining, and social amenities, Jericho provides members with an unrivalled recreational and community experience.

Our commitment to Integrity, Excellence, Responsibility, and Community guides everything we do.

Role Overview

The Manager of Tennis Development is a dynamic, multi-faceted role responsible for leading all junior tennis programming, delivering instruction to both juniors and adults, coordinating events, and providing exceptional member service. Working closely with the Tennis Director, this position plays a key role in the Club's programs and events, ensuring smooth and effective operations.

This role requires a well-rounded tennis professional with strong administrative, organizational and communication skills, the ability to manage multiple programs simultaneously, and experience coaching both adults and juniors. The position reports directly to the Tennis Director.

Key Responsibilities

Junior Program Leadership

Oversee all junior tennis programs, ensuring high-quality delivery, player development, retention, and revenue.

Manage administrative tasks related to junior program operations (registrations, communication, scheduling, billing, etc.).

Attend monthly Junior Committee meetings and oversee committee-related programming.

Lead financial budgeting and forecasting for the junior tennis department.

Instruction & Coaching

Provide and lead high-quality private lessons, group lessons, and seasonal camps for juniors and adults.

Event Coordination

Plan, organize, and deliver all junior events and tournaments alongside select adult events assigned throughout the year.

Collaborate with leaders across Club departments to ensure well-run, member-focused events.

Member Service

Build professional, positive relationships with members and families.

Assist members with their tennis needs, inquiries, and program placement.

Employment Requirements

Tennis Canada Club Pro 2 certification (minimum) or international equivalent.

5+ years of coaching experience, including both junior and adult programs.

Strong communication, leadership, and interpersonal skills.

Ability to work flexible hours, including evenings and weekends.

Current Criminal Record Check.

Professional, positive, and member-focused attitude.

Preferred Qualifications

CPR/First Aid certification.

Benefits

Medical and health insurance.

RRSP program with a 5% employer match.

Competitive compensation based on experience.

Opportunity to work in a supportive, collaborative club environment with strong growth potential.

Coach Training: Learn from experienced coaches and develop your teaching and professional skills.

We provide training opportunities and subsidize Tennis Canada certifications and workshops.

Gym membership reimbursement

Pro Shop benefits: free restringing and work-required tennis shoes, plus apparel discounts.

Meals: one complimentary meal per working day.

On-site indoor parking

3 weeks' vacation.

How to Apply:

To apply, submit your resume and cover letter to celander@jerichotennisclub.com