

## Position: Summer Camp Tennis Instructor

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### Position Details:

City: Vancouver

Province: BC

Contact Name: Greg Macken (Head Coach)

Email: [greg.macken@ubc.ca](mailto:greg.macken@ubc.ca)

Company Name: UBC Tennis Centre

Website: [recreation.ubc.ca/tennis](http://recreation.ubc.ca/tennis)

Job Type: Casual Hourly – Term Appointment (35-40 hours/week)

Hourly wage range: \$20-\$35/hour

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The UBC Tennis Centre is looking to hire a full-time Summer Camp Tennis Instructor to add to its coaching team. The UBC Tennis Centre is one of the best indoor facilities in Vancouver with 1 outdoor and 12 indoor courts. Here at UBC, we strive to create a culture that promotes teamwork, inclusivity and excellence while aiming to achieve our full potential.

This coach will have the opportunity to play a key role in our mission to become leaders in the tennis community by offering a comprehensive tennis program with quality instruction and customer service for all ages and levels to ensure a great tennis experience.

We're looking for someone who will make a positive impact on our team and who thrives on the development of people and tennis players at all levels.

### POSITION DETAILS

The Tennis Instructor must be open-minded, highly motivated and a team player. They must strive to meet high-quality standards on the court, deliver tennis camps with care, and must have an understanding of Tennis Canada coaching methodology.

The Tennis Instructor will report directly to the Head Coach and Tennis Director and will work closely with all members of our coaching team to deliver successful camps on the court to grow Tennis within the Centre, University and Community.

The Tennis Instructor, in cooperation with other team members and coaching staff, will be responsible for assisting and leading junior recreational camps, supervision of performing administrative duties as required, executing and maintaining proper protocols and procedures, and promoting the game of tennis at the Centre.

The Tennis Instructor will be expected to have excellent organizational & interpersonal

skills. This position is a part-time role with work hours on weekday evenings and weekends, according to program or event needs.

### **ROLES & RESPONSIBILITIES INCLUDE:**

- Teaching (assisting and leading) junior Tennis lessons and programs during Summer Camps for kids from 3-15 years of age.
- Create and execute fun and engaging lesson plans for an entire camp week, Monday-Friday.
- Perform all off-court duties required for areas of responsibility (ensuring attendance is taken, administering consent forms, sign-in and sign-out procedures, etc.)
- Assisting with junior and adult events as required that take place at the Tennis Centre.
- Attend team meetings, on-court training, and carrying out designated curriculum with care and effort.
- Monitor and assist with the safety of our players/participants including completing incident forms, major and minor care forms.
- Provide and maintain superior customer service to clients in the overall delivery of the tennis programs.
- Build and maintain positive working relationships with staff, clients, parents and guests.
- Consistent communication with management on any issues that arise.
- Make recommendations to the Head Coach and Tennis Director to improve service or programming when necessary.

### **REQUIRED QUALIFICATIONS:**

- Minimum Tennis Canada Instructor Certified or International Equivalent.
- Minimum 1 year of experience in coaching or in the tennis industry.
- An understanding of the progressive tennis system.
- Ability to supervise and oversee the safety of children and patrons.
- Excellent interpersonal and communication skills.
- Detail oriented with good organizational skills.
- Criminal Record Check required
- Willing to obtain, or currently has First Aid Certification
- Ability to work both independently and in a team environment
- Ability to learn quickly and have excellent problem-solving skills
- Excellent customer service skills
- Enthusiastic, responsible, motivated

### **PLEASE NOTE:**

Only applicants with the necessary minimum Tennis Canada certification or equivalency will be contacted regarding the position.

Any interested applicants must send a resume, cover letter and a list of 2-3 references to Greg Macken at [greg.macken@ubc.ca](mailto:greg.macken@ubc.ca). Any inquiries can be directed to the same email.