

Position: Tennis Instructor

Position Details:

City: Vancouver

Province: BC

Contact Name: Greg Macken (Head Coach)

Email: greg.macken@ubc.ca

Company Name: UBC Tennis Centre

Website: recreation.ubc.ca/tennis

Job Type: Part-Time (Casual Hourly – Term Appointment)

Wage range: \$20-\$35/hour

The UBC Tennis Centre is looking to hire a part-time 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 programs with care, and must have a strong 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 programs 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 carrying out junior lessons, junior match play, assisting with adult and junior leagues, attending and helping to execute events, 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 Junior Tennis lessons and programs year-round, assisting and leading Spring & Summer junior camps, leading junior match play
- Perform all off-court duties required for areas of responsibility (completing report cards, administering consent forms, keeping attendance, and executing sign-in/sign-out procedures)
- Assisting in 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.
- 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.
- Assist in the evaluation of junior and adult tennis programming if required.
- Make recommendations to the Head Coach and Tennis Director to improve service or programming when necessary.
- Assist or lead the delivery of adult and junior leagues and programs

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. Any inquiries can be directed to the same email.