



POSITION DESCRIPTION

Title: Head Tennis Professional (Employee)

Reports to: Athletics Director

Direct Reports: One High-Performance Coach and 4-6 Assistant Coaches (employees)

Job Type: Full-time | Permanent, Salaried position | On-site |

Start Date: October 1, 2026

The Vancouver Lawn Tennis & Badminton Club ("the Club") is one of Vancouver's most prestigious private Racquets Club. Located just a few minutes from downtown, the Club offers exceptional tennis, badminton, squash, fitness and aquatics programming for over 4,000 members, along with a variety of social events with upscale-casual dining in 3 restaurants.

VLTCB has a large and passionate Tennis membership with players of all levels including many top-ranking masters players. Featuring 12 hard courts and 4 clay courts, year-round play includes recreational and high-performance play for juniors and a variety of house leagues, inter-club city leagues, drill sessions, social events, and tournament for adults.

We are seeking a highly visible, energetic, and professional Head Tennis Pro who can elevate the tennis experience for a broad range of Members.

JOB SUMMARY:

- Oversee the Tennis department including organization, administration, and implementation of all aspects of the Club's tennis programs.
- Promote Tennis in the Club by offering a comprehensive range of programming.
- Lead and manage a team of assistant Tennis coaches to deliver exemplary tennis programming in an elite private club environment.
- Teach lessons, programs, and clinics to Members of all levels (maximum 20 hours per week on court).
- Implement policies and procedures related to the department with input from the Tennis Committee and Management.

RESPONSIBILITIES:

- Provide and maintain quality, innovative tennis programs for adult and junior players that align with the tennis pathways model.
- Management of the assistant coaching team including the High-Performance Coach including team meetings, performance evaluations, and discipline as required.
- Attend monthly Tennis Committee meetings and implement Committee and Board feedback into programming and policies.
- Coordinate and run house league (Fall and Winter sessions), ladders, and round robins as required.
- Work with the Athletics Director in carrying out the administrative functions of the department including monthly billings, quarterly program guide, and weekly content for club communications.
- Work with the Athletics Director to develop the annual Tennis budget.
- Take a lead role in planning and execution of the Adult and Junior Club Championships events with support from the Athletics Director.
- Plan and implement the annual Tennis Calcutta.
- Assist the Athletics Director in the delivery of the annual VLTBC Masters Tennis Championships (MT700 event) including being visible and competing.
- Work with Inter-Club City League Captains and Sub-Committee to develop team rosters, deliver training sessions, and provide general support.
- In conjunction with the High-Performance Coach, manage the Club's Guest of Pro program and attend quarterly Legacy Committee meetings as required.
- Attend the Tennis BC AGM and act as a professional ambassador in the tennis community.
- Work with the Club's Facilities department to ensure the tennis courts, facilities, and equipment are in good working condition and stored appropriately.
- Encourage high standards of play and court etiquette within the Club.
- Welcome new Club Members and help orient them into the tennis community.
- Evaluate and manage player NTRP rankings.
- Ensure the department and team is compliant with health and safety protocols including meeting the Club and industry-standard safe sport procedures and standards.
- Enforce Club rules and dress code as they pertain to tennis and ensure assistant coaches adhere to applicable rules.
- Represent the Club in tennis activities and tournaments such as the Vancouver Lawn Masters, Provincial and National championships, and city league as appropriate.
- Maintain professional communications with sport governing bodies including Tennis BC, Tennis Canada, and The Tennis Professional Association.

QUALIFICATIONS AND COMPETENCIES:

- Tennis Canada Club Professional 3 or Coach Level 3 Certification or equivalent.
- A minimum of 5 years of Head Professional experience in a private club environment.
- Proven track record of managing a team of 5+ assistant coaches.
- Superior organizational skills, detail oriented and able to effectively manage multiple priorities.
- Professional written and oral English communication skills.
- Excellent administration skills including strong computer skills (Microsoft Office and court booking software).
- Genuine passion for coaching and a commitment to fostering a positive and engaging tennis environment.
- A desire to grow, learn, and contribute to the long-term success of the Club's Tennis department.
- Active, competitive playing experience is preferred.
- Post-secondary education in sport management or equivalent is an asset.
- Valid First Aid certification.
- Successful completion of a criminal record check including vulnerable sector screening.
- Eligible to work in Canada.

COMPENSATION:

- This is year-round and on-site, full-time role that requires a high degree of visibility.
- Compensation: \$160K to \$200K, commensurate with experience and certifications.
- On-site and regular work location at 1630 West 15th Ave, Vancouver, BC
- 40-50 hour work week
- On-site parking
- Staff meal plan
- Comprehensive Health Benefits Plan
- Merchandise discount in the Sport Shop.

HOW TO APPLY

Please submit cover letter, resume, and proof of certification to Heather Nivison, Athletics Director at hnivison@vanlawn.com

Application Deadline: August 14, 2026