



TITLE OF POSITION: Player Development Coordinator

OVERVIEW

Tennis BC is seeking a highly organized and detail-oriented Player Development Coordinator to support the delivery of provincial player development programs. Reporting to the Executive Director, this role is responsible for coordinating the administrative and operational aspects of the player development pathway.

The Coordinator will play a key role in planning and executing provincial training camps, supporting athlete programming, and ensuring effective communication with coaches, athletes, and stakeholders. In addition to player development responsibilities, this role will provide coordination support across other departments including events, community programs, and facility operations as needed.

This position is ideal for an individual who is organized, proactive, and enjoys working in a fast-paced sport environment.

CORE RESPONSIBILITIES

Player Development Coordination

- Coordinate the planning and delivery of Provincial Training Camps including scheduling, registrations, communications, and logistics
- Support provincial team programming including athlete tracking, documentation, and travel coordination
- Assist with athlete selection processes by organizing data, communications, and materials
- Maintain and update program records, databases, and reporting documents
- Support communication with athletes, parents, coaches, and partners to ensure clear and consistent program delivery
- Assist in ensuring alignment with Tennis Canada program standards and Safe Sport guidelines

Administrative and Operational Support

- Provide day-to-day administrative support to the Player Development department
- Assist with budget tracking, invoice processing, and expense reconciliation
- Coordinate meeting logistics, notes, and follow ups for player development initiatives
- Support program evaluation and reporting efforts

Cross Departmental Support

- Assist with event coordination including tournaments, camps, and special events as needed
- Provide administrative support to community and participation programs when required
- Support facility and hub operations through scheduling and communications coordination
- Contribute to a collaborative team environment by supporting organizational priorities as needed



QUALIFICATIONS

- Post secondary education in sport management, business administration, or a related field is an asset
- Previous experience in program coordination, administration, or sport organizations preferred
- Strong organizational and time management skills with the ability to manage multiple priorities
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office and general data management tools
- Understanding tennis or sport development pathways is an asset
- Valid background check

JOB SPECIFICS

- This is a full-time position
- Salary range: \$50,000 to \$60,000 based on experience and qualifications
- This position may include a combination of in-office and remote work depending on organizational needs

APPLICATION DETAILS

Interested individuals are requested to forward their resume to **sly@tennisbc.org** by the submission deadline of 11:59pm on August 7, 2026. We thank all applicants for their interest. However, only candidates selected for further consideration will be contacted.