

HOLLYBURN

COUNTRY CLUB

About Us

Hollyburn Country Club - A Private, Family Club For Life

Hollyburn Country Club offers members an exclusive hub for activity, sport, dining, entertainment, socialization, and business. We provide a welcoming environment that serves as a home away from home for many of our members.

Our Values

- Community – Foster strong connections and a sense of belonging.
- Respect – Uphold a culture of courtesy and mutual respect.
- Hospitality – Deliver exceptional service in everything we do.
- Evolve – Embrace change and strive for continuous improvement.
- Magic – Create memorable experiences that go above and beyond.

The Location: Hollyburn Country Club is located in West Vancouver at 950 Cross Creek Road. Prior to applying for this position, we strongly encourage you to Google our location to ensure that you will be able to travel to and from work as public transportation is limited.

Position Summary

Hollyburn Country Club is seeking a full-time Junior Tennis & Player Development Manager to lead our junior tennis pathway and provide a consistent, high-quality experience for players, families, and coaches.

Reporting to the Head of Tennis and working closely with the High Performance Tennis Manager, this position combines on-court coaching with program leadership and administration. The Manager will oversee junior programming, player assessment and progression, coach development, parent communication, and alignment between recreational and high-performance pathways.

Position Responsibilities

Junior Programming and Player Development – 25%

- Lead the development and delivery of the Junior Tennis Curriculum across age groups and ability levels.
- Maintain consistent coaching standards, lesson structures, and learning outcomes.
- Assess junior players and manage appropriate placement and progression between recreational, competitive, and high-performance programs.
- Maintain accurate player ratings, level information, and program records in GameTime.
- Support seasonal scheduling, court allocations, class capacities, registration, and waitlist management.



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Coach Leadership – 25%

- Mentor and support junior tennis coaches.
- Assist with coach onboarding and orientation to Hollyburn standards and curriculum.
- Observe on-court instruction and provide constructive feedback.
- Promote consistency, collaboration, accountability, and continued professional development across the coaching team.
- Facilitate coach education sessions and support ongoing professional development.

Parent and Member Communication – 25%

- Communicate player-placement and progression decisions clearly and professionally.
- Provide families with information about junior pathways, ROGY development, tournaments, equipment, and competition expectations.
- Build positive, trusted relationships with players, parents, coaches, members, and colleagues.
- Balance exceptional member service with fair and consistent program decisions.

Program Operations and Collaboration – 25%

- Coordinate junior program communications, court usage, player capacities, and program records.
- Support junior tournaments, camps, open houses, and pathway events.
- Work closely with the High Performance team to identify players ready for performance programming.
- Contribute to program quality, long-term player development, and continuous improvement.
- Establish the junior program as a clear pathway to high-performance tennis by identifying emerging talent and supporting players in reaching their full potential.

Skills & Qualifications

- Tennis Canada Club Professional 2, Coach 2 certification, or a recognized equivalent (required)
- Demonstrated experience coaching and developing junior tennis players
- Strong knowledge of ROGY development, age-appropriate player pathways, and Tennis BC tournament structures
- Experience mentoring, developing, or supervising tennis coaches
- Strong organizational, administrative, communication, and relationship-building skills
- Ability to work collaboratively, manage competing priorities, and deliver a high standard of member service
- Experience coordinating or managing a junior tennis program (asset)
- Experience with GameTime or a comparable recreation or club-management system (asset)
- Experience developing curriculum, coach-training resources, or parent-education materials (asset)
- Current First Aid and CPR certification (asset)



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Perks & Benefits (FT)

- Competitive Salary Compensation
- Comprehensive Benefits Package
- Employer Contribution Matching Pension Plan
- Paid time-off
- Free on-site parking
- On-duty staff meals (taxable benefit for full-time and part-time employees only)
- Company events
- Sports Boutique discount

Outside of scheduled employee hours, the successful candidate may have the opportunity to provide private or semi-private tennis lessons and support camps or tournaments as an Independent Tennis Professional. This work is entirely secondary to the employee position and must not interfere with the responsibilities, schedule, or operational needs of the Junior Tennis & Player Development Manager role.

All independent contractor activities are subject to Club policies, scheduling requirements, and prior approval from the Head of Tennis. The approved private-lesson rate will be based on experience, with a maximum of 15 sessions per week outside scheduled Junior Program or High Performance Program hours.

Working Conditions

- This position operates 100% on-site
- The position is salaried and based on an approximately 40 hour workweek.
- Regular evening and weekend availability will be required to support programming, tournaments, camps, and special events.
- The position includes a combination of on-court instruction and office-based administrative work.
- Own transportation is an asset, as public transportation to and from the Club is limited.
- Candidates must agree to complete a Police Information Check as part of the onboarding process.

Additional Information

Hollyburn Country Club is an Equal Employment Opportunity employer. We celebrate and take great pride in providing equal opportunities to all applicants and employees. Hollyburn firmly enforces this policy and does not discriminate or tolerate discrimination based on age, race, colour ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, political belief and gender identity or expression, or any other prohibitive grounds.

Thank you for your interest; due to the volume of applications, only short-listed applicants will be contacted. No phone calls, please.



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Application Questions for ALL Posts

- Are you a member at Hollyburn Country Club?
- Have you previously been employed with Hollyburn Country Club?
- If successful with your application, how would you plan to commute to Hollyburn Country Club?
- Are you legally eligible to work in Canada (Work Permit, Permanent Residency, Canadian Citizenship)?
- What role do you believe hospitality plays in creating exceptional customer experiences; and how would you apply this philosophy in the role you've applied for?

Position-Specific Application Questions

- Do you hold a Tennis Canada Club Professional 2, Coach 2 certification, or a recognized equivalent? Please specify.
- Briefly describe your experience coaching and developing junior tennis players.
- What experience do you have mentoring or supervising tennis coaches?
- Are you available to work regular evenings and weekends?
- What are your annual salary expectations?

