



Assistant Tennis Director

The Arbutus Club has been one of Vancouver's landmarks since 1964. Today, we are a modern recreation complex with first class food and beverage services. Our vast range of facilities and programs, coupled with unparalleled service, have earned us a reputation as one of Canada's finest premier Private Clubs. Our motto is 'Putting Families First' and we value a happy and safe work environment.

Duties & Responsibilities

This position is in the Recreation Services Department with opportunity for advancement. The hours will vary according to operational needs of the Club. The position will include the following tasks:

- Provide a high level of instruction, co-ordination, program/event planning and administrative support services for the tennis program that supports the goals and objectives established by the Club
- To assist with the hiring, orientation and ongoing training of the Club Tennis professionals
- To provide a full range of participation-oriented group and individual coaching to members enrolled in the tennis program
- Assist the Tennis Committee with the planning and hosting of any tournaments or special events
- Ensure that information and program items concerning the tennis program are submitted for inclusion in the Club's publications at the assigned time
- Act in the best interests of the Club and its Members while carrying out services
- Works as a part of the Recreation Services Team to ensure top of the line programs, events and Member service

Requirements & Qualifications

- Minimum NCCP Level 2 & Club Pro 1 certification
- 4 years' experience in managing/instructing/directing/coaching and competitive experience required
- Previous experience working with a range of levels in tennis from learn to play to competitive city league participants
- Previous experience training and mentoring staff
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- First Aid Certification
- Current Police Record Check

Join the Club

- Competitive pay rate based on level of experience
- Be part of Canada's leading private family Club!

Applicants may submit a Resume with a Cover Letter, in Word or PDF format, referring to 'Assistant Tennis Director', by **March 1, 2019** to: hr@arbutusclub.com.

We thank all applicants for their interest in The Club. However, only those selected for further consideration will be contacted. No phone calls please. Visit our Website at www.arbutusclub.com.

Posted: February 11, 2019