



## EMPLOYMENT OPPORTUNITY

### TENNIS INSTRUCTOR



#### **JOB SUMMARY**

Reporting to Community Facilities Coordinator or Community Association Coordinator. The Tennis Instructor is responsible for the leadership and planning of tennis programs within a community services setting.

#### **DUTIES AND RESPONSIBILITIES**

##### Programming

Plan, implement and evaluate developmentally appropriate activities with supporting weekly lesson plans that are creative, flexible and adaptable. Provide a safe, positive and well-managed learning environment.

##### Supervision

Responsible for the supervision and leadership of volunteers.

##### Customer Service/Communication

Greet parents at the beginning and end of each class and discuss program information.

Communicate with other staff and volunteers.

Be a positive role model for participants.

##### Safety and Risk Management

Follow Community Centre and off-site protocol for emergency situations.

Ensure the safety of all individuals participating.

Ensure the physical and emotional environment is safe for children.

Report and document suspected child abuse, endangerment and neglect to supervisor.

Ensure attendance procedures are followed.

Clean and maintain room and equipment; assess tennis equipment on a regular basis and report damaged items to supervisor.

Ensure appropriate set up, take down and maintenance of program space.

##### Administration

Fill out accident and/or incident report forms.

Provide evaluation and feedback to supervisor regarding program content.

Other related duties as assigned and may vary according to facility.

#### **REQUIRED QUALIFICATIONS**

Certified Tennis Canada Instructor or Certified Tennis BC Instructor.

Minimum of 2 years teaching/volunteer experience in a tennis setting.

Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).

Criminal Record Check.

#### **DESIRED QUALIFICATIONS**

Coaching and leadership experience.

NCCP level 1 Certification.

Second language.

AED training.

#### **WORK HOURS and RENUMERATION:**

Hours depend on availability and program requirements. Begin work in the Winter Season (January).

Must be available for various morning and/or afternoon and/or evening hours during the week.

\$17 - \$25 per hour depending on experience/availability/performance/certification

#### **Please Submit Resume and Cover Letter to:**

**Stephen Thom**

**Racquets Coordinator**

**Steveston Community Centre**

**4111 Moncton Street**

**Richmond, BC V7E 3A8**

**Fax: 604-718-8096 Ph: 604-238-8089**

**Email: sthom@richmond.ca**

#### **Application Deadline: Ongoing**

Please note that only those candidates considered for interviews will be contacted. Thank you to all applicants for their interest.