



EMPLOYMENT OPPORTUNITY TENNIS INSTRUCTOR



JOB SUMMARY

Reporting to Community Facilities Coordinator, Recreation Leader, 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 and students.

CUSTOMER SERVICE/COMMUNICATIONS

Greet parents at the beginning, 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 room and space.
Provide first aid to patrons as required.

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.
Minimum of 2 years teaching/volunteer experience in a tennis setting.
BCRPA High Five - Principles of Healthy Child Development Certification.
Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
Police Information Check.

DESIRED QUALIFICATIONS

Instructing and leadership experience.
NCCP Level 1 certification.
Training and/or experience with individuals that require extra support.
Second language (Mandarin or Cantonese or Farsi preferable).
AED Training.

WORK HOURS and RENUMERATION

Hours of work depend on availability and program requirements.
3 - 20 hours weekly to start with the ability of increasing hours.
Variety of availability is preferred (evenings, weekends, afternoons and/or mornings).
\$19.29 - \$29.44 per hour depending on experience/performance/certification

Please Submit Resume and Cover Letter to:

Stephen Thom
Racquets Coordinator
Steveston Community Centre
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.
For a more detailed version of this job posting, please visit <http://stevestoncommunitysociety.com/tennis-instructor-job-posting/>