



**POSITION TITLE:** Tennis Director  
**REPORTS TO:** Athletic Director  
**SUPERVISES:** Tennis Professional, Part-time Tennis Instructors, Contractors  
**STATUS:** Full Time  
**START DATE:** February 2021

**PURPOSE OF POSITION:**

The Tennis Director is a professional whose primary mandate is to provide leadership, planning, organization, administration and implementation for all facets of the Derrick Tennis Department. The Tennis Director will deliver exceptional experiences in all that we do and will constantly aspire to create a second home environment for our members, guests and employees.

**PURPOSE STATEMENT:**

We are a private family club that enriches the lives of our members and their guests by providing exceptional facilities and services in a comfortable atmosphere

**VALUE STATEMENT:**

1. **Integrity** - We are honest in what we do and say, acting in the best interest of our members, employees and outside community.
2. **Future Focused** - We look for ways to innovate, improve and be relevant.
3. **Respect** – We treat everyone with dignity and fairness.

**AS A STAFF WE BELIEVE:**

Vision: Elevate the Experience

Mission: Be the Difference

Values: Leadership, Energy, Teamwork, and Service

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- Minimum Level II Tennis Canada Club Professional, Level III preferred.
- Experience in planning, implementing and executing programs from the idea stage.
- Excellent, member service, interpersonal skills and communication.
- Experience organizing tournaments and leagues of all sizes.
- A team motivator who can lead, organize, engage and train staff effectively.
- Tennis facility knowledge, i.e. lighting, court surfaces, equipment etc.
- Proven ability to enhance performance, through effective organization and execution.
- A proven track record in a supervisory role.

- MS Office, Outlook and broad computer/tablet skills.

**RESPONSIBILITIES:**

- Directly oversees:
  - Tennis Professionals
  - Part time tennis staff
  - Tennis Contractors
- Ensures all operating, program and Club policies are being adhered to.
- Oversees tennis department budget including revenue, expenses and prize funds
- Attends all tennis committee, sport professionals and supervisor meetings.
- Facility management
  - Day-to-day maintenance, housekeeping, Health and Safety, staffing...etc.
- Leagues and programming
  - Develop and implement lesson programs for juniors and adults
- Special events and functions

**Why Work For Us:**

- Competitive wages
- Health & Dental
- Training & Development
- Pro Shop Discounts
- Employee Recognition Awards
- Diverse and Welcoming Work Culture

Learn more about us by visiting - [https://www.derrickclub.com/Our\\_Club/Testimonials](https://www.derrickclub.com/Our_Club/Testimonials)

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