



## Director of Junior Player Development

### Job Description & Posting

#### PURPOSE

Tennis Alberta's Director of Junior Player Development leads the planning, development, delivery, evaluation, and management of all provincial programs and initiatives related to junior player development in Alberta.

#### MAIN RESPONSIBILITIES/DUTIES

**Program Administration-** Drawing on extensive knowledge and practical experience in athlete development and sport administration, incumbent will plan, coordinate, and evaluate programs and services to build an effective system of developmental opportunities for juniors which:

- Supports the pursuit of excellence for all;
- Clearly illustrates and connects both the competitive and tennis for life streams;
- Integrates services and support from a variety of partners and experts;
- Promotes player retention;
- Supports the development of more and better players;
- Recognizes and addresses all 10 key factors influencing long-term athlete development (according to Tennis Canada's LTAD model).

#### 1. U10, U12 and U14+ Provincial Programs

- Develop annual plans for programs
- Communicate and promote programs through website, info sessions, and face-to-face meetings
- Coordinate and attend competitions, training and other developmental opportunities to support player development
- Coordinate and attend competitions, training and other developmental opportunities to expand the depth and base of competitive juniors
- Liaise with club Community Tennis Associations, Tennis Development Centres, Provincial Tennis Associations, Tennis Canada and other stakeholders to integrate services and programs at each level and to identify and nurture potential
- Assist in the development of long-term plans to expand the programs' capacity and improve overall effectiveness
- Coordinate opportunities as required, for Tennis Canada and Regional Training Centre staff to visit clubs, coaches, and players
- When necessary, develop selection criteria, in consultation with Tennis Alberta's Provincial Coaches, that is reflective of the best practices recommended by Sport Canada and the Canadian Sport Institute:
  - The sport LTAD model is incorporated into selection criteria (i.e.- training hours, relevant match play, etc.)
  - Information posted before tryouts
  - Appeal process

- Emphasis not only on winning results (athletes focused on long-term development are prioritized), flexibility built-in to selection process to reflect special circumstances
- Process in place to provide multiple selection or “second look” opportunities to facilitate late entry athletes
- All non-selected athletes are provided with assessment and guidance
- Develop and deliver optional pathways and support for athletes at the U14 age category and older to encourage retention to the sport (domestic and international travel, transition to college/university tennis, Western Canada and Canada Summer Games preparation, coaching, officiating, administration, etc.)
- Work to build an alumni culture which gives back to the sport at all levels (coaching, volunteering, administrating, etc.)
- Travel with athletes to out-of-province, national, and international competition as appropriate

## 2. **Junior Nationals**

- Work with Tennis Alberta’s Program & Tournament Coordinator to organize teams/coaches to represent Alberta at the Junior National Championships.
- Work with Tennis Alberta’s Junior Development Committee to set selection/qualification processes and communicate to players/parents (non-voting role)
- Work with Program Coordinator to make all logistical preparations for coaches and players
- Attend national championships as a travelling coach as required

## 3. **Summer Games**

- Facilitate teams/coaches representing Alberta at the Western and Canada Summer Games in order to achieve best possible placement
- Work with Provincial Coaches to set coach and player selection processes and communicate and promote
- Complete all funding applications and accountability reports to the Alberta Sport Connection and attend all pre-games meetings
- Plan and coordinate all team training and selection opportunities

## 4. **Coach Development**

- Coordinate coach professional development opportunities as required, including hosting Tennis Canada and other visiting facilitators
- Coordinate certification courses as required
- Facilitate Tennis Alberta’s Coach Mentorship program and identify potential new candidates
- Develop succession plan for Course Facilitators
- Identify Coach 2/3 candidates

## 5. **Club Support/Partnership Building**

- Work with Tennis Alberta’s Executive Director to develop an incentive/recognition program for member organizations
- Visit Tennis Development Centres, leagues, talent ID programs and CTA’s regularly, and attend sanctioned events

- Work to develop partnerships with organizations/people that deliver, fund, or benefit from tennis activities (e.g.- municipal sport councils, sport institutes and schools, sport development centres, media, private sector, etc.)
- Liaise closely with Tennis Development Centres and Alberta's Regional Training Centre staff to integrate with provincial programs

## 6. Administrative Duties

- **Budget Management and Grant Applications**

- Work with Tennis Alberta's Executive Director to set and manage program budgets
- Submit applications to accessible grant sources as directed and complete accountability reports
- Seek program sponsors

- **Communication, Meetings and Policy Development**

- Ensure all programs, opportunities and events are well advertised in advance
- Assist to keep Tennis Alberta's website up-to-date, complete, and fresh
- Work with the Executive Director to develop relevant policies to be a leader and proactive with regard to player development and excellence
- Ensure all existing policies are up-to-date and effective
- Provide input and content to Tennis Alberta's marketing initiatives
- Contribute content to Tennis Alberta's e-newsletters and social media platforms
- Attend staff and Board meetings as requested
- Participate in strategic and long-term planning exercises as requested

- **Committees/Events**

- Participate (with no voting privileges) on Tennis Alberta's Junior Development Committee to assist with the alignment of Tennis Alberta's competitive structure with LTAD requirements
- Participate on the National High Performance Working Group Committee, to advise Tennis Canada and to advocate for PTA interests
- Assist Tennis Alberta and its member clubs with integration of VR Tournament Planner Software
- Assist Tennis Alberta to ensure sanctioned junior events are managed to standard
- Advise/consult with event committees and Tennis Alberta's Tournament Committee
- Liaise with Tennis Alberta's Junior Parent Advisory Committee to communicate program plans and to assist with the implementation of the committee's recommendations as approved by Tennis Alberta's Board of Directors
- Participate in Tennis Alberta social and special events as requested

## QUALIFICATIONS

- Minimum Coach 2 certification status as recognized by the Tennis Professionals Association (TPA) and the Coaching Association of Canada (CAC)
- Minimum five years' experience coaching athletes through the first five stages of Tennis Canada LTAD guidelines

- Candidate must be high energy, affable, creative, and self-starting, able to work both independently and with a sizable team of committee members
- Knowledge of standard office software packages, e.g., MS Office, PowerPoint, and Internet applications is required
- Excellent communication, writing, and interpersonal skills are all necessary
- Undergraduate or master's degree in related field of study is an asset

#### **HOURS, NATURE OF WORK & COMPENSATION**

- This is a full-time salaried position with great variability in the work schedule, including evenings, weekends and extensive travel requirements to conferences, seminars, coach education opportunities, tournaments and events. The incumbent shall not be affiliated with any club and shall maintain exclusive employment with Tennis Alberta. He or she will be reimbursed for related expenses including meals, parking and supplies as per the Tennis Alberta's expense policies. Salary will be negotiated depending on the incumbent's experience and qualifications.

#### **ACCOUNTABILITY & REPORTING**

- Incumbent will report directly to Tennis Alberta's Executive Director and will provide work plans, progress reports, and program evaluations as requested
- Incumbent will attend staff and board meetings as required
- Incumbent will be formally reviewed semi-annually, against an agreed work plan and key performance indicators. Work plans will be jointly developed with Tennis Alberta's Executive Director.

#### **APPLICATION PROCESS**

Interested applicants should email their resume, complete with cover letter, to Tennis Alberta's Executive Director at [ExecutiveDirector@tennisalberta.com](mailto:ExecutiveDirector@tennisalberta.com), by July 21, 2017.

We thank all applicants for their interest; however, only those short-listed will be contacted for an interview.