The Tennis Pro Manager for St. Albert Tennis Club will be responsible for managing and overseeing the tennis program, and supervising the assistant instructor from May 1st to August 18th 2023. The Pro Manager will be responsible for creating and implementing the School Program, Junior Drop-In Programs, Junior Summer Camps, organizing adult clinics and events, and ensuring a high-quality experience for both adult and junior players.

Responsibilities:

- Creating and implementing the overall tennis program, including lesson plans, clinics, and events
- Supervising the assistant instructor and providing guidance and support as needed
- Evaluating players' abilities and creating customized lesson plans to help them improve
- Teaching proper techniques for serving, groundstrokes, volleys, and other aspects of the game
- Providing feedback and encouragement to help players develop their skills and confidence
- Maintaining a safe and welcoming environment for all players
- Communicating with parents, players, assistant coach and executive as needed
- Keeping accurate records of attendance and player progress
- Maintain the cleanliness of the clubhouse and courts.
- Attend monthly club executive meetings to provide updates and recommendations for improvement regarding junior and adult programs.

Requirements:

- Professional certification from Tennis Canada or equivalent.
- Minimum of 3 years of experience as Club Pro 1 or Certified Instructor.
- Up to date Vulnerable Sector Police Background/Criminal check.
- Strong leadership and communication skills.
- Able to work independently and as part of a team.
- Knowledge of tennis programming and the ability to develop and implement successful programs for all abilities in both adults and juniors.

The position is seasonal and will run from May 1 to August 18 2023.
Hours of work vary between weekdays and weekends, depending on when programs are being run.

To apply, please submit your resume with references to Greg Morris at president@stalberttennis.club