



The Calgary Winter Club is Calgary's premier private family Club, situated in northwest Calgary on the edge of Nose Hill Park. The CWC offers an outstanding employee experience; we are firm believers that everyone should enjoy their work and have a successful work-life balance.

The Calgary Winter Club is currently accepting resumes for the position of Head Tennis Professional. The successful candidate will provide leadership, vision, passion and vibrancy to the entire CWC Tennis community. This position is primarily a leadership and management role, whereby the Head Tennis Professional will effectively lead a team of instructors and administrators in the delivery of 'Best in Class' programs, equitable court access and overall positive member experience. The Head Tennis Pro also play an integral role in any future facility expansion. This position is intended to be a long term career opportunity and therefore for serious candidates only

Key Accountabilities

1. Oversee, lead, and foster a vibrant Tennis Department with 'Best in Class' programs and services
2. Ensure the effective administration of all programs, leagues, Fun Nights, competitions
3. Supervise and monitor Tennis facilities
4. Retain competent, qualified instructors and staff; supervise, mentor, and evaluate instructors
5. Oversee all on-court instructional and coaching programs, clinics, and private lessons
6. Provide on court instruction within contract limitations (up to 10 hours per week)
7. Prepare information for registration, calendars, CWC communications, reports, and meetings
8. Collaborate with the Supervisor to prepare, manage, and forecast the annual budget
9. Work with the Tennis Committee on section programs, leagues, etc.
10. Work jointly with CWC administration, accounting, communication, and registration personnel
11. Maintain provincial and national Tennis professional accreditation and certification
12. Enhance professional and sport knowledge on an annual basis via professional development avenues

Knowledge & Skills Required

1. Excellent and proven leadership and management skills
2. Excellent customer service, communication, and organizational skills
3. Above average computer skills
4. NCCP Certification – Level III or higher
5. A minimum of 5 years in Head Pro or Assistant Head Pro role
6. A minimum of 5 years Tennis instruction, coaching, or elite competitive experience
7. Ability to work a flexible schedule in response to competitions, events and fluctuating demands

Additional Benefits of Working for the CWC

- Enjoy healthy and delicious daily food offerings in our Club Café at 50% discount
- Comprehensive health, dental, and RRSP program
- Complimentary onsite parking for Employees
- 'Staff in Action' usage of the Club facilities, which includes Staff Classes and more
- Discounts at The Shop, personal training, and professional massage services, right in the Club

- Work with a fun, diversified team who are passionate about customer service and creating a great culture

Important Information

- We welcome applications from all qualified candidates, including women, Indigenous peoples, gender diverse, persons with disabilities, and members of visible minorities; we value a diverse workforce that reflects the communities we serve.
- We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise us during the recruitment process.
- Must be legally eligible to work in Canada and, where applicable, must have a valid work permit or study permit that allows the candidate to fulfill the requirements of the role.
- The successful candidate in this role will be required to complete a clear vulnerable sector search
- We thank all interested applicants; however, only those selected for an interview will be contacted

**Interested, qualified candidates are encouraged to apply by email to employment@calgarywinterclub.com with “Head Tennis Professional” in the subject line.
Closing date for this posting is October 15, 2024.**