

HEAD OF JUNIOR DEVELOPMENT

OSTEN & VICTOR ALBERTA TENNIS CENTRE

POSITION OVERVIEW

The OSTEN & VICTOR Alberta Tennis Centre is looking for a Head of Junior Development with a demonstrated track record of success in developing superior member and non-member programming for players of all age & playing abilities.

The Head of Junior Development Tennis will work closely with the Tennis Director, and Club Management to deliver success on and off the court and it is anticipated that the successful candidate will work closely with Tennis Canada and Tennis Alberta to grow the game of tennis in Calgary and throughout the province. The Head of Junior Development will be an integral part of the OSTEN & VICTOR Alberta Tennis Centre.

Reporting directly to the Tennis Director, he/she will be responsible for coordinating and implementing all facets of the Centre's Junior & some adult Development tennis program pathway in collaboration with the Tennis Director and CEO. The employee will work in collaboration with the Tennis Director to oversee the Junior development program, junior development camps (She Can Play, Everyone Can Play, Nike Camps), school programs and the instruction of adult programs.

The successful candidate will be a natural leader, experienced in mentoring and assisting tennis professionals and will be skilled at managing groups of dedicated members with varying needs. The successful candidate will have experience building and designing programs, a proven track record in junior and adult development and preferably previous leadership experience. He or she will have excellent organizational & interpersonal skills as well as a strong working knowledge of Tennis Canada and Tennis Alberta development programs which are considered strong assets for this position.

This position requires flexible work hours, including evenings and weekends, according to program or event needs.

The Centre will offer a competitive commission structure (monthly retainer for administrative duties) and benefits. The successful candidate will be an employee of the OSTEN & VICTOR Alberta Tennis Centre.

KEY RESPONSIBILITIES

- ★ Lead the FUNdamental streams, Junior Development Pathway, including the coordination and delivery of program.
- ★ Lead the School Tennis Program which includes creating and implementing curriculum into schools, organizing coaches work schedules, and growing the number of students who participate.
- ★ Lead the Nike Tennis Camps which includes creating and implementing camp curriculum, hiring coaches, organizing coaches work schedules, and growing the number of participants in the camps.
- ★ Lead the Everyone Can Play & She Can Play Programs which includes creating and implementing camp curriculum, organizing coaches work schedules, and growing the number of participants in the camps.
- ★ Teach private, semi-private and group lessons and all related junior camps within the program pathway
- ★ Implement player annual plans and tournament schedules for all performance players within the program pathway
- ★ Select, coach and administer club leagues or teams as necessary.
- ★ Perform all administrative duties required for areas of responsibility (Junior Development Pathway, School & Camps)
- ★ Participate in junior and adult social events as required
- ★ Oversee tennis bulletin boards and recognition of junior members
- ★ Submit monthly Junior Tennis Team News items as required.
- ★ Be aware and adhere to the Centre standards for the tennis facility
- ★ Be aware of and enforce Tennis Centre rules and Health & Safety policies. Health & Safety. All employees have a responsibility to ensure that the Centre is a healthy and safe environment.

REQUIRED QUALIFICATIONS

- ★ Minimum Tennis Canada Club Pro 1 certification or candidate or (International Equivalent)
- ★ Minimum 3-5 years of experience in the Tennis industry (preferably in leadership positions)
- ★ Proven track-record in junior development, recreational program design and implementation
- ★ Strong understanding of Long Term Athlete Development (LTAD) and Tennis Canada Tennis Development Pathways and programs
- ★ Excellent interpersonal & communication skills
- ★ Strong relationship builder with excellent organizational skills
- ★ First Aid certification, Criminal Record Check required

OTHER ROLES & RESPONSIBILITIES INCLUDE:

CUSTOMER SERVICE & RELATIONSHIPS

- Provide and maintain superior customer service to members and guests in the overall delivery of the tennis program;
- Build and maintain positive working relationships with staff, members, guests as well as external organizations and partners (i.e., Tennis Canada, Tennis Alberta, Schools and other facilities);

- Build a junior program & member retention program whereby members and non-program participants are retained through superior customer service, excellent programming and ensuring a positive tennis experience;
- Ensure new & existing members get integrated into club programs, activities and general play;

PROGRAMMING

- Junior Fundamentals Pathway
- Schools and community
- Camps (Summer, Fall, Winter PD camps)
- In collaboration with the Tennis Director and Club Management lead the design, development and implementation of the Centre's Tennis Development Pathway for junior and adult players;
- Serve as an on-court coach in the Adult Program as scheduled by the Tennis Director.
- Work in collaboration with the Tennis Director to design, lead and oversee the creation of all School, Camps and progressive tennis recreational lesson plans, evaluations and surveys for member and non-member programs and activities;

MARKETING & PLANNING

- Assist in the marketing and advertisement of the overall tennis program & activities at the club;
- Prepare written articles and video content as required for the club's website, newsletters and other marketing vehicles;
- Create a positive image within and outside the tennis community;
- Promote and publicize the club and its programs to the fullest extent in order to fill all programs and activities and to attract new members;

FINANCE

- Meet or exceed established financial targets for programs, lesson revenue and overall tennis department budget

HUMAN RESOURCES

- When applicable, provide oversight to tennis professional staff and contractors to ensure the tennis department is following established club policies and procedures;