

Director of Tennis Position for the Red Deer Tennis Club

About the Red Deer Tennis Club:

The Red Deer Tennis Club (RDTC) is a 12 Tennis court facility located in the city of Red Deer in Alberta, Canada. The RDTC has 4 indoor Tennis courts and 8 outdoor Tennis courts. The city of Red Deer has a population of 110,000 and the surrounding communities within a drivable distance to the Club is another 100,000. The RDTC has a storied history and has been in operation for 125 years. The city of Red Deer is located in Central Alberta and is considered one of the most affordable cities in Canada and is a family centered community situated in between two of Canada's largest cities.

Position overview:

The RDTC is searching for a Director of Tennis who is available to start for September 2, 2025 or earlier. The Director of Tennis will oversee, develop and drive performance and retention of its adult and junior Red/Orange/Green, recreational and competitive programs & pathways, tennis coaching services and related events and programs. The Director of Tennis will play a key role in promoting and growing the game of tennis at the RDTC and in Central Alberta. This dynamic position requires a well-rounded individual with a broad skill set and significant experience in junior development, adult recreational and competitive programs, event management, adult league management, delivery and development of programs & pathways. This individual will work closely with and help lead and manage the other RDTC Coaches. The Director of Tennis will foster a strong connection with Tennis Canada and Tennis Alberta to expand tennis participation and excellence at the RDTC.

The Director of Tennis will report to the RDTC Board of Directors and will work in collaboration with the RDTC's Club Manager. The Director of Tennis will take a lead role in implementing the RDTC's development plan. This includes overseeing, developing and coordinating programs, leading, managing and collaborating with coaching staff, and ensuring player progression across all levels, from beginner to advanced. The Director of Tennis will bring energy and vision to the Club, uniting members through a strong sense of community. The role encompasses a wide range of responsibilities, including coaching clinics, managing leagues, organizing social events, maintaining program records, and actively promoting tennis within the community.

This position demands excellent leadership, organizational, managerial and interpersonal skills, along with a thorough understanding of Tennis Canada and Tennis Alberta development programs. Flexibility to work evenings and weekends is required to meet program and event schedules.

The RDTC offers competitive compensation, bonus opportunities based on performance and Club profitability, and a health spending account. The successful candidate will join the team as a full-time employee.

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Compensation:

Based on coaching experience, coaching certifications, and other relevant expertise the successful candidate will be offered an annual base salary of \$35,000 to \$50,000 per year and an hourly rate for coaching Club programs and administrative duties of \$35 per hour to \$50 per hour. The successful candidate could expect to coach a minimum of 15-20 hours per week of Club programs, have 5-10 hours per week of paid administrative time and they have the opportunity to develop private clientele. The position is bonus eligible based on the profitability of the Club and the successful candidate's attainment of key performance metrics. The position offers a health spending account for medical/dental needs and potential reimbursement of some relocation expenses.

Qualifications:

We are looking for candidates with the following qualifications:

- Five or more years of Tennis coaching experience.
- Tennis Canada Certification of Club Pro 1 or greater. Candidates with higher certifications are preferred.
- Experience working in Red/Orange/Green and competitive pathways for both juniors and adults.
- Experience and passion for teaching all levels of play.
- Computer literate (Word, Excel and PowerPoint).
- Goal-oriented, team-oriented, enthusiastic and creative.
- Previous experience supervising coaches, assistants and/or volunteers is preferred.

Key Responsibilities:

- **Lead and Manage RDTC Tennis Programs & Pathways and Coaching Services:**
 - Oversee, develop and drive performance of the programs & pathways offered by the RDTC.
 - Develop and implement new program offerings.
 - Keep accurate records and monitor related financials and oversee program budget.
- **Lead and Manage Coaches of the RDTC:**
 - Lead regular meetings of the RDTC Coaches.
 - Onboarding and train new RDTC Coaches.
 - Mentor and facilitate ongoing development of all RDTC Coaches to meet RDTC Coaching expectations.
 - Address complaints quickly and discipline when needed.
- **Instruction & Coaching:**

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- Personally deliver coaching for private lessons, camps, Club programs & pathways and group clinics for juniors and adults.
- Run and expand programs & pathways and adult leagues.
- **Program Development & Administration:**
 - Lead program development meetings and ensure the progression of players.
 - Manage administrative tasks related to program responsibilities.
- **Event Coordination:**
 - Organize and run events, including Club Championships, social events, Club run tournaments and other RDTC events.
 - Assist with Tennis Alberta Tournaments that are hosted at the RDTC.
- **Facility Standards & Safety:**
 - Maintain and uphold RDTC standards for the facility and equipment.
 - Adhere to and enforce Health & Safety policies, ensuring a safe environment for all participants.
 - Comply with the Occupational Health and Safety Act and RDTC protocols.
- **Community Engagement:**
 - Promote the game of tennis through involvement in junior and adult social events.
 - Have friendly, outgoing and approachable personality.
 - Foster and develop relationships and partnerships with local schools to improve tennis engagement and RDTC program & pathway growth.
 - Act as a tennis ambassador within the RDTC and the broader community.
- **Health & Safety Responsibilities:**
 - Work in compliance with Occupational Health and Safety regulations and RDTC policies.
 - Promptly report accidents, hazards, or incidents.
 - Handle hazardous materials in line with Workplace Hazardous Materials Information System (WHMIS) guidelines.
 - Maintain a safe and respectful environment by avoiding behaviors that could jeopardize safety.

Application Process:

To apply, email the RDTC at info@reddeertennis.com with a resume. The application deadline for this position is July 6, 2025.

We appreciate all applications; however, only those selected for an interview will be contacted.

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