



### **Head Tennis Professional for Summer 2026**

#### **Job Summary:**

This is a non-profit organization maintained by its members and governed by a Board of Directors.

#### **Desired Skills and Experience:**

- Minimum of 10 years coaching experience
- Tennis Canada Club Pro 1 Certification or Equivalent
- Open Level Player

#### **Roles and Responsibilities:**

- Initiate the hiring of assistant tennis pros, make recommendations and obtain approval from the Board Hiring Committee
- Supervise the tennis professional staff, create effective scheduling and work with them to successfully run a quality instructional program
- Work with the Club Manager and designated Board Member(s) to develop and implement a quality tennis program and curriculum
- Work with Club Manager to ensure that teaching courts are cleaned and playable for programming, front desk staff are trained to be able to answer simple inquiries with respect to programming, and that timesheets are submitted by other tennis pros on the 1st day of each month
- Work with Club Manager to ensure that front desk staff are trained to properly record program registrations, cancellations, payment of program fees and to communicate with the tennis pros with regard to private lessons
- Ensure that tennis supplies are sufficiently stocked and maintained and request Club Manager to order when inventory is low
- Liaise with schools & community in the neighborhood to encourage tennis participation as part of school physical education curriculum
- Ensure timely and effective communication to members about lesson inquiries and cancellation of programs due to weather

- Assist with the CTC Interclub tryouts and team selections, and the running of CTC tournaments (including Club Championships & Tennis Alberta Events)
- Timesheet (program and hours worked) to be submitted 1st day of each month and ensure day-to-day hours recording process is followed diligently by both yourself and tennis professional staff
- Report to the designated Board Member(s) on a regular basis outlining improvement required and other issues that require Board intervention
- Provide any other services requested by the Board from time to time

Please provide all applications to [Manager@calgarytennisclub.com](mailto:Manager@calgarytennisclub.com)

*\*\* This is a seasonal contract, beginning April 15, 2026, and ending September 15, 2026 (some additional time may be requested pre-season to help develop programming, and in the fall, should programs/lessons demand it)*