



**TENNIS PROFESSIONAL
JOB POSTING**

COMPANY OVERVIEW

OSTEN & VICTOR Alberta Tennis Centre, is a brand new \$10 million dollar tennis facility located in Southeast Calgary. The Centre is scheduled to open in the spring of 2016. The Alberta Tennis Centre was awarded Tennis Canada's Facility Excellence Award for 2017 and is the host site of the Calgary National Bank Challenger (ATP Challenger).

A not-for-profit organization, the Centre will welcome the local community with year-round access to eight indoor courts, five outdoor championship courts, multiple court viewing areas, a fitness studio, pro shop, hospitality services and onsite parking. The Centre will become the heart of Calgary's growing tennis community and will redefine the standard for major tennis facilities across Canada.

The Centre is jointly supported by Tennis Canada, Tennis and championed by local funders.

For more information visit: <http://www.albertatenniscentre.ca>

POSITION OVERVIEW

The **OSTEN & VICTOR Alberta Tennis Centre** is looking to fill up one (1) Tennis Professional position. The Tennis Professional(s) must have a comprehensive and diverse skill set and he or she has considerable experience in the areas of junior development, junior and adult programs and event management. The Tennis Professional will work closely with the Tennis Director 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.

Reporting directly to the Tennis Director, the Tennis Professional will be responsible for implementing the Tennis Centre's development plan in conjunction with the Tennis Director and will coordinate programs, working with the coaching staff to ensure progression of adult and junior players in various programs ranging from beginner to national level. This position also includes teaching clinics, running adult and junior leagues, assisting, organizing and attending social events, preparing records and reports and promoting the game of tennis at the Centre.

The successful candidate 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 hourly rate and benefits. The successful candidate will be an employee of the **OSTEN & VICTOR Alberta Tennis Centre**.

KEY ROLES & RESPONSIBILITIES INCLUDE:

- ★ Teach private lessons, camps, junior and adult group clinics as required.
- ★ Assist in delivering adult leagues and programs.
- ★ Plan and implement junior social events.
- ★ Perform all administrative duties required for areas of responsibility.
- ★ Participate in junior and adult social events as required
- ★ Assist in the running of Centre Championships in conjunction with the Tennis Director
- ★ Assist in the running of one family event (Mother /daughter, etc) per year
- ★ Attend program meetings and assist with program development.
- ★ Be aware and adhere to the Centre standards for the tennis facility
- ★ Be aware of and enforce Tennis Centre and Health & Safety policies. All employees have a responsibility to ensure that the centre is a healthy and safe environment. Employees must:

- Work in compliance with the Occupational Health and Safety Act regulations and the Centre's Health and Safety policies and procedures.
- Use or wear any equipment, protective devices or clothing required by the centre.
- Report to your manager/supervisor any known equipment or protective device that may be dangerous, missing, or defective.
- Report any known workplace hazard or violation of the Act or regulations to your manager/supervisor.
- Report all accidents, illness, or "near miss" incidents to your manager/supervisor immediately.
- Do not remove or disable any protective device.
- Handle hazardous substances according to the Workplace Hazardous Materials Information System regulations.
- Work safely and not use or operate any equipment in a way that may endanger any worker.
- Do not engage in any prank, contest, feat of strength, running or rough and boisterous conducts which may jeopardize their safety or the safety and well-being of others.
 - Work in compliance with the OHSA, specifically section 28.

REQUIRED QUALIFICATIONS

- ★ Minimum Tennis Canada certified Club Pro 1 or candidate or (International Equivalent)
- ★ University or College degree in Sport Science, Physical Education or equivalent is considered a strong asset;
- ★ Minimum 3-5 years of experience in the Tennis industry
- ★ Strong understanding of Long Term Athlete Development (LTAD) and Tennis Canada Tennis Development Pathways and programs
- ★ Excellent interpersonal & communication skills
- ★ Strong organizational skills
- ★ Past National or International ranked player/coach, minimum 5.0 current playing ability
- ★ First Aid certification, Criminal Record Check required
- ★ A strong relationship builder and team player
- ★ Strong understanding of national and international tennis development trends

APPLICATION PROCESS & FOR MORE INFORMATION:

Potential candidates are asked to submit a covering letter summarizing the candidate's qualifications, Resume and compensation expectations via email to:

ATTENTION: Mr. Charlie McLean, Tennis Director or **Mr. Danny Da Costa**, General Manager
OSTEN & VICTOR Alberta Tennis Centre

Email: careers@albertatenniscentre.ca

Web: <http://www.albertatenniscentre.ca>

Please note, only those selected for an interview will be contacted.

COMPENSATION / HOURLY RATE: TBD – will depend on certification and experience.

OF HOURS PER WEEK: TBD

CLOSING DATE:

This job posting will remain open until a candidate is found.

START DATE: For an Immediate start