

# Job Posting – Tennis Instructor

Reporting to Community Facilities Coordinator or Community Association Coordinator. The Tennis Instructor is responsible for the leadership and planning of tennis programs within a community services setting.

## Job Location

Steveston Community Centre with potential for other sites

## Duties and Responsibilities

- Programming: Plan implement and evaluate developmentally appropriate activities with supporting weekly lesson plans that are creative, flexible and adaptable. Provide a safe, positive and well-managed learning environment.
- Supervision: Responsible for the supervision and leadership of volunteers.
- Customer Service/Communication: Greet parents at the beginning and end of each class and discuss program information; communicate with other staff and volunteers; Be a positive role model for participants.
- Safety and Risk Management: Follow Community Centre and off-site protocol for emergency situations; Ensure the safety of all individuals participating; Ensure the physical and emotional environment is safe for children; Report and document suspected child abuse, endangerment and neglect to supervisor; Ensure attendance procedures are followed; Clean and maintain room and equipment; assess tennis equipment on a regular basis and report damaged items to supervisor; Ensure appropriate set up, take down and maintenance of program space.
- Administration: Fill out accident and/or incident report forms; Provide evaluation and feedback to supervisor regarding program content; Other related duties as assigned and may vary according to facility.

## Required Qualifications

- Certified Tennis Canada Instructor or Certified Tennis BC Instructor.
- Minimum of 2 years teaching/volunteer experience in a tennis setting.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
- Police Information Check

## Assets

- Coaching and leadership experience.
- NCCP level 1 Certification.
- Second language.
- AED training.

## Hours

- Hours depend on availability and program requirements.
- Must be available for various morning and/or afternoon and/or evening hours during the week. Also an opportunity to work various hours on weekends.

## Compensation and Benefits

- \$18.00 - \$27.00 per hour depending on experience/availability/performance/certification.

## How to Apply

Applicant should submit a detailed resume with optional cover letter that reflects their knowledge, skills and abilities relevant to the position

## Steveston Community Centre

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We thank all applicants in advance for their interest. However, only those under consideration will be contacted.



Duties may be carried out in a City owned facility, however the City is **not** the Employer for this position  
**This position is restricted to those legally entitled to work in Canada.**

