

Head Pro, Tennis
Seasonal, full-time
May 1st - September 30th, 2012

The Waegwoltic Club

The Waegwoltic Club, founded in 1908, is a private recreational and social club specializing in tennis, swimming, and sailing. We take pride in providing high-quality programs, activities and dining facilities to our diverse membership, while providing a safe clean friendly environment.

Reporting to the General Manager, we are currently seeking an experienced seasonal full-time Head Pro, Tennis who will be an ambassador of the Waegwoltic Club. This position will oversee our tennis program all while working closely to implement policies and procedures approved by the General Manager.

Primary Responsibilities

- Plans, provides and directs quality programming for all ages and abilities; instructing or administers the teaching of programs by qualified Tennis staff.
- Organizes and administers Team Tennis, Mix and Match leagues, round robins, ladders and Tennis Nova Scotia sanctioned Club tournaments.
- Assist with the promotion of all section programs and activities, including running social events.
- Responsible for the selection, training, supervision and performance of all tennis staff; ensures that all tennis staff consistently complies with Club's policies and procedures and act within the best interest of the Club.
- Administers and enforces Club tennis policies and procedures regarding play on club courts.
- Work with the General Manager to identify budget requirements and be accountable for management of the Tennis Section expense budget.
- Is visibly present on the courts during peak periods of play.
- Coordinates maintenance and repair of courts with maintenance department; also coordinates a daily/hourly cleaning routine (courts, washroom facilities and grounds surrounding courts) with tennis staff. Inspects and maintains all physical tennis areas daily.
- Fosters and maintains good relations between Tennis staff and members, as well as with other staff departments. Ensures that all club members and guests receive courteous, prompt and professional attention to all their tennis needs.

- Prepare all necessary reports, submissions and other administrative items as requested by management. Writes and edits all tennis-related news for the club's bulletin board and newsletter (includes photos when possible). Develops a detailed annual calendar of tennis activities and applicable promotion campaigns during the tennis season.
- Completes other appropriate assignments made by the General Manager.

Qualifications

- Tennis Canada Level 2 Coaching Certification
- Tennis Canada Club Pro 2 Certification
- Excellent human resources, public relations, organizational and communication skills
- Current CPR / First Aid Certification
- Highly computer literate
- Team-oriented, enthusiastic and creative

Candidate must be available and willing to work in a flexible work environment which includes days, evenings and weekends.

Compensation to be advised at further date.

Applications should be submitted by **February 18th, 2012** and include a cover letter, detailed curriculum vitae (CV) and the names and contact details (title, phone, email) of two references. They should be emailed or mailed to:

Heidi Bennett, General Manager

Waegwoltic Club

Email: waegwolticgm@bellaliant.com

Mail address: 6459 Coburg Road, Halifax NS B3H 2A6

We thank all applicants for their interest and will contact only those candidates whose skills and experience best match the requirements of the position.

All applications will be treated in strict confidence. The Waegwoltic Club is an equal opportunity employer. Please note applications received via email will be confirmed when received.