

## REQUIREMENTS FOR SUMMER EMPLOYMENT

Each summer, we have a varying amount of positions available for instructors and clubhouse staff. Listed below are the requirements for each position. We encourage anyone who is interested in joining our team to apply, including staff returning from the previous summer. Although we give priority to returning staff, past performance is considered within that criteria.

All applicants must be eligible to work in Canada.

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### CLUBHOUSE STAFF

Our clubhouse staff are responsible for everything from opening and closing the clubhouses, processing memberships, booking courts, to inventory stocking and cleaning the clubhouses every day. Applicants will need to follow the check-list of daily duties. The typical work-week is approximately 20 hours.

Applicants must be 15 years of age as of June 30 of the year in which you are applying.

Relevant experience in any of these areas should be highlighted in your application:

1. Very comfortable dealing with both children and adults
2. Comfortable with basic math/accounting in order to balance the daily receipts
3. Intimately familiar with our court calendar and club policies; proficient use of our web site as a resource to answer members' questions and direct them to relevant information
4. Organized and detail-oriented in order to follow the daily check list
5. Resourceful and proactive, can carry-out duties without being asked
6. Displays enthusiasm and provides prompt and courteous service
7. Demonstrates good judgment/problem-solving skills

Please include the following information in your application:

1. What grade you will have completed by June 30
2. If you are applying for a full-time job or as a substitute only
3. Availability in July and/or August

**Application deadline:** March 31

All hiring decisions are made by the Clubhouse Director (Board Member).

## REQUIREMENTS FOR SUMMER EMPLOYMENT

### INSTRUCTORS

Instructors will teach all our programs including Junior Programs, Cardio Tennis, and our Adult Lesson Programs. This amounts to 18-24 hours per week during the entire season (July & August). Group Lessons are offered seven days a week so some weekend work is required on a rotation basis.

In addition, you will have access to our membership to provide private lessons on an as-requested basis. You will be part of our Certified Instruction Team implementing group lesson plans in a fun and positive environment. You will also be involved with the implementation of junior events like tournaments and round robins.

Applicants will be assessed on any combination of the following criteria:

1. Certified as a Tennis Canada Instructor prior to the start of the season
2. Availability in both July and August
3. Are a current member of the Tennis Professional's Association (TPA)
4. Trained in implementing a progressive tennis program (red, orange, green and yellow ball)
5. Playing-level must be at least 4.0
6. A working knowledge of cardio tennis, progressive tennis concepts, and implementing both group and private lessons is essential
7. You will need to be a strong team player with excellent communication skills; other skills we consider are maturity, good judgment, leadership, enthusiasm
8. Helpful for internal applicants, those who have been recognized with the club's junior instructor teaching award
9. Applicants will also be assessed on how they balance out the skills of the entire senior instruction team as a whole
10. Preference will be given to:
  - Returning Instructors who performed well
  - Those with higher levels of instructor certification
  - Returning Instructor Interns
  - Those with prior tennis instruction experience

**Application deadline:** February 1

**Hiring notifications:** April 30



## REQUIREMENTS FOR SUMMER EMPLOYMENT

### INSTRUCTION INTERN

Interns will assist Instructors in the delivery of group lesson programs. Basic instructor training will be provided throughout the employment term with the hope of preparing interns for eventual instructor certification (age 16). These are paid positions with interns working between 12 - 18 hours per week. Group Lessons are offered seven days a week so some weekend work is required on a rotation basis. You must have a government-issued Social Insurance Number and be eligible to work in Canada.

Must be at least 14 years of age as of June 30 of the year for which you are applying.

1. Preference will be given to:

- Returning interns who performed well
- Those with prior tennis instructing experience
- Those working with children in a sports environment, officiating, coaching, etc.

2. Are a competent tennis player with a good understanding of the game and rules

3. Displays enthusiasm and good judgment

4. Have worked with children

5. STC Junior Executive involvement

In your application, please indicate your availability throughout July and/or August.

**Application deadline:** February 1

**Hiring notifications:** April 30

All hiring decisions are made by the Instruction Director (Board Member) with input from the Senior Supervisor.