

**EMPLOYMENT OPPORTUNITY**  
**Casual Tennis Instructor and Court Supervisor**

**Nature of Work:** This individual will work in cooperation with other staff at the Victoria Park Tennis Courts to ensure that the programs are safe, fun, and challenging and will stress fair play, respect, and sportsmanship.

The Victoria Park Tennis program provides children from age 4 – 18 with the opportunity to experience the sport of tennis and develop their skills in a recreational setting. The tennis instructor will be responsible for providing tennis lessons for a variety of skill levels, so that all participants can experience success and have the interest to continue to participate in the sport. The schedule will be flexible, part-time hours, based on programming and court supervision requirements.

**Responsibilities:**

- Develop lesson plans to teach participants the basics of tennis. These plans must have a variety of activities and ensure the focus is on participant’s enjoyment.
- Provide skill development opportunities during each session.
- To keep a daily report (i.e., attendance, activities, incidents, and concerns), which will be reviewed by staff supervisor each week.
- Responsible for checking tennis courts for broken or defective equipment and for any safety hazards (i.e., broken glass).
- Responsible for caring for and storage of sports equipment.
- Manage conflicts and consult the Department if they persist.
- Must decide the status of the programs if the weather is inclement.
- Record any incidents on an Incident Report Form and contact the Department immediately.
- To provide a final report on each program, which will include a summary of activities and any recommendations.

**Qualifications:**

- Level 1 (Theory, Technical and Practical) NCCP (National Coaching Certification Program) would be an asset.
- Tennis coaching experience an asset.
- Must be self-motivated and be able to work independently.
- Must have the ability to work well with children.
- Basic CPR and First Aid (training provided).
- Must be legally entitled to work in Canada.

**Hourly Wage:** \$18.00 per hour – Your work schedule will be made up of part-time hours, including evenings and weekends, enabling you to shape your work-life balance.

**How to Apply:** Please submit a detailed resume to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) by 4:00 PM on April 15, 2024. Your application must be clearly marked “**Application for Casual Tennis Instructor and Court Supervisor**”.

*Only those applicants selected for an interview will be contacted.*