

## **Job Description**

**Job Title:** Club Pro & Manager

**Location:** Blackburn Tennis Club

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### **Job Summary:**

The Club Pro & Manager at the Blackburn Tennis Club is responsible for overseeing club operations, developing tennis programs, coaching players, and enhancing member experience. This role requires strong leadership, tennis coaching expertise, and organizational skills to ensure the smooth functioning of the Club and the growth of its tennis programs. The Club Pro & Manager reports to the Board, and acts as the central liaison between members, staff, volunteers, and partner organizations.

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### **Key Responsibilities:**

- Develop and implement high-quality tennis programs, including lessons, clinics, social events, and tournaments.
- Provide professional tennis instruction to players of all skill levels, from beginners to advanced competitors.
- Manage daily club operations, including court maintenance, scheduling, and staff supervision.
- Support the BTC Board as needed in hiring staff, etc.
- Supervise and monitor club staff, including camp counsellors, for compliance against club policies, safety protocols, and facility regulations.
- Oversee club events, including leagues, social activities, and member engagement initiatives.
- Engage with members to foster a positive and inclusive tennis community.
- Report to the Board, and attend Board meetings as requested.
- Address member concerns and implement solutions to enhance their experience.
- Oversee the management of the entire spring/summer camps program, including hiring, training, and supervision of camp counsellors, program design and implementation, community liaison and partnerships.
- Review and approve staff timesheets.
- Proficiently use GameTime software to manage reservations, track member activity, and ensure smooth club operations.

### **Qualifications:**

#### **Required:**

- Certified tennis professional qualification (e.g., Tennis Canada, PTR, USPTA, or equivalent), and ability to leverage high-level playing experience or coaching background to enhance program quality.
- Be fully bilingual (French/English), spoken and written.

- Demonstrate strong leadership, organizational, and interpersonal skills.
- Possess experience in operations management, program delivery, or non-profit/sports administration.
- Demonstrate an ability to manage multiple priorities independently and with accountability.
- Possess strong written and verbal communication skills.
- Be proficient with digital tools (e.g. registration/reservation platforms, spreadsheets, email).
- Current CPR and First Aid certification.

**Preferred:**

- Experience as a Club Manager/Pro.
- Experience managing summer camp operations for children/youth.
- Ability to collaborate with other organizations, e.g. schools, community groups, sports associations.

**Terms of Employment:**

This is a contract engagement that is weather dependent. We expect to start in early April and end in late October. This is a full-time position with varying working hours with week-end work at times required.

A valid Criminal Record and Vulnerable Sector Police Check is a condition of employment and will be required prior to the first day of employment.

Hourly wage: \$28.00 per hour.

**How to Apply:**

Interested candidates should send a letter of intent, outlining how they meet the qualifications, and CV to [communications@blackburntennis.ca](mailto:communications@blackburntennis.ca) by March 1, 2026.

Blackburn Tennis Club Inc. is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.