

# Tennis & Pickleball Programmer

Posting #PRC2024-48

Oak Bay Parks, Recreation and Culture is seeking an enthusiastic and creative individual who loves working in a fast-paced environment for the Tennis & Pickleball Programmer position. This is skilled supervisory recreational work under the direction of the Tennis & Pickleball Supervisor that is responsible for the development, planning and leadership of the indoor and outdoor tennis & pickleball programs, court usage, private lessons, tournaments and other special events. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

## RESPONSIBILITIES

- Plans, schedules and promotes Tennis & Pickleball programs and leads activities suited to the needs and interests of the participants and the community;
- Operates with a high degree of independent judgment, action and initiative in all aspects of the programming function;
- Assists in recruiting, supervising, training and evaluating the staff team. Provides onsite staff mentoring, attends and leads staff meetings, and workshops;
- Books and coordinates daily private tennis lessons ensuring courts are well-utilized, and when not in use for private lessons, are made available for public court bookings;
- Develops programming to improve opportunities for special interest groups (i.e., players with diverse abilities, advanced group lessons) to participate in racquet sports and progress through the skill pathways;
- Fosters the participation of local players in special events through lesson development and coaching support;
- Acts in the capacity of a head coach in the Tennis Program with on-deck hours including Instruction and occasional subbing;
- Assists the Supervisor in ensuring that schedules, procedures and established performance and safety standards are met;
- Acts as the onsite Tournament Director during special events, including liaising with Tennis BC and Tennis Canada where applicable, ensuring policy adherence, scheduling draws, and securing sponsors and contractors as needed.
- Coordinates the completion of employee timesheets, ensures staff certifications are current, and maintains clear and effective communication with the staff team using a variety of communication methods.
- Acts in the absence of the Supervisor and ensures that the Supervisor is informed of all activities carried out during their absence;
- Ensures quality control of racquet stringing, and strings racquets when required;
- Performs other related duties, as required.

## QUALIFICATIONS

- Graduation from a two-year college program related to Recreation, Physical Education or a related specialty.
- Minimum experience required as per Tennis Canada Instructor Level 1 certification and one year sports programming experience
- Experience with tournament management would be an asset.
- Proficient in MS office software.
- Valid BC Drivers License.
- Current CPR-C and OFA-Level 1 certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

<b>HOURS OF WORK</b>	<b>September-June:</b> Sunday 9:00am-5:00pm, Monday & Wednesday 10:00am-6:00pm, Tuesday & Thursday 11:00am-7:00pm (35hrs/week) <b>July-August:</b> Monday-Friday 8:15-4:15pm (35hrs/week) <i>Work hours may vary based on operational requirements</i>
<b>LOCATION(S)</b>	Oak Bay Recreation Centre
<b>RATE</b>	\$35.47 (step 1)-\$38.07 (step 3) – 2024 rates
<b>STATUS</b>	Full-Time (This is a union position)
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Municipal Benefits include Pension Plan, Extended Health &amp; Dental coverage, vacation, and sick entitlement.</li> <li>• Staff Membership to drop-in the weightroom, fitness classes, skating, and pool</li> </ul>

Please submit applications by 4:00pm, Wednesday, July 24, 2024 at 4:00pm, to:  
Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6; or

Email to: [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

Subject line in email should read: PRC2024-48 Tennis & Pickleball Programmer

Please note that only short-listed applicants will be contacted after the closing date of the posting