

Tennis Coach/Program Coordinator Position Details:

- **City:** Whitehorse
- **Province:** Yukon
- **Contact Name:** Stacy Lewis
- **Email:** tennisyukon@gmail.com
- **Company Name:** Tennis Yukon
- **Website:** www.tennisyukon.com
- **Job Type:** Full-Time (Casual Hourly – Term Appointment)

Tennis Yukon is looking to hire a tennis coach/program coordinator to manage and deliver programming in summer 2025 (April 1 – August 31). Tennis Yukon manages 4 outdoor courts in Whitehorse, Yukon.

Tennis Yukon is a non-profit organization with a mission to promote tennis for all ages and abilities through year-round programming and partnerships. Players include a broad spectrum of ages and levels. This is a contract employee position

Tennis Yukon aims to offer comprehensive tennis programming with quality instruction and customer service for all ages and levels to ensure a great tennis experience.

We need someone with an entrepreneurial spirit ready to engage and really take on designing and running programs and growing participation of tennis players at all levels. This is a great opportunity!

POSITION DETAILS:

The tennis professional must have a comprehensive and diverse skill set with experience in the areas of junior development, junior and adult programs, and event management. This position may include teaching clinics, running adult and junior leagues, assisting, organizing, and attending social events, preparing records and reports, and promoting the game of tennis at the Yukon.

This position requires flexible work hours, including evenings and weekends, according to program or event needs.

This position reports directly to the Tennis Yukon Board.

Compensation: \$50/hour

Commitment: 30-40 hours/week (must be available when required for daytimes, evenings and weekends)

ROLES & RESPONSIBILITIES INCLUDE:

- **Teaching private lessons, camps, junior and adult group clinics as required.**
- **Assist or lead the delivery of adult and junior leagues and programs.**
- **Perform all administrative duties required for areas of responsibility.**
- **Participate in junior and adult social events as required.**
- **Attend team meetings and assist with program development.**
- **Monitor and assist with the safety of our players / participants.**
- **Provide and maintain superior customer service to clients in the overall delivery of the tennis program.**
- **Build and maintain positive working relationships with Tennis Yukon partners and other staff;**
- **Ability to be responsible when unsupervised and take care of all off-court details regarding lessons (answering calls, meeting clients, booking lessons, scheduling make-ups, following-up, etc.)**
- **Assist in the creation of competitive opportunities (i.e., leagues, ladders, and events) to inspire participation.**

REQUIRED QUALIFICATIONS:

- **Minimum Tennis Canada certified Instructor**
- **Minimum 2 -5 years of experience in the tennis industry**
- **Strong understanding of Long-Term Athlete Development (LTAD)**
- **Excellent interpersonal and communication skills.**
- **Detail oriented with good organizational skills.**
- **Criminal Record Check required**
- **Willing to obtain, or currently has First Aid Certification**
- **Ability to work both independently and in a team environment**

- **Ability to learn quickly and have excellent problem-solving skills**
- **Excellent written and oral communication skills**
- **Enthusiastic, responsible, motivated**
- **Applicant must have Canadian citizenship, permanent residency, or have an appropriate working visa**

Any interested applicants must send a resume and a cover letter to Tennis Yukon at tennis Yukon@gmail.com. Any inquiries can be directed to the same email.