

Opportunity #1: Tennis Summer Camp Leader

The **Orléans Tennis Club** (1257 Joseph Drouin Ave, Ottawa) has an opportunity available for the 2020 summer camp leader.

The camp leader will develop the weekly schedule and lead the delivery of the summer camps during the following weeks:

- June 22-26, 2020 (french)
- July 13-17, 2020 (bilingual)
- August 10-14, 2020 (bilingual)
- August 24-28, 2020 (bilingual)

The leader will oversee paid camp staff and volunteers during the camps, which will have a target 8:1 student to paid staff ratio.

Essential requirements:

- Instructor course completion (Ontario Tennis Association) or willingness to complete the certification before June 2020
- Bilingual (english and french)
- Experience working or volunteering at a tennis camp
- Outgoing, friendly personality
- Training in First Aid, CPR, and AEB, or willingness to complete the certification before June 2020

Opportunity #2: Club Tennis Professional (part-time)

The Orléans Tennis Club (1257 Joseph Drouin Ave, Ottawa) has an opportunity available for its head tennis pro. The tennis pro would develop and run a series of group tennis learning opportunities for club members, as well as offer private and semi-private tennis lessons for members and non-members.

Opportunity #3: Club Manager (part-time)

The Orléans Tennis Club (1257 Joseph Drouin Ave, Ottawa) has an opportunity available for the 2020 club manager. The manager oversees the general operations of the club, including:

- Setting expectations of staff (court monitors) and setting staff schedules each week to ensure all shifts are covered;
- Ensuring incoming emails and phone calls/voicemails are monitored and responded to in a reasonable time frame;
- Overseeing/managing incoming registration requests for the summer camps, and communicating with parents in advance to manage expectations;
- Working with the summer camp instructor(s) to ensure the camps run smoothly;
- Ensuring weekly maintenance activities are completed;
- Completing administrative duties (e.g. updates to membership lists, email announcements to the club membership), as required by the club executive committee;
- Reporting to and communicating regularly with the executive committee; and
- Other duties as required.

Essential requirements:

- Fluently bilingual
- Strong communication skills, and outgoing personality
- CPR C / First Aid/ AED training, or willingness to complete the certification by end of April 2020

Assets – candidates with the following will be given priority

- Tennis Level 3.0 or higher (to join in some of the tennis activities with members!)
- Instructor course completion (Ontario Tennis Association) (opportunity to serve as summer camp leader and/or club tennis professional as well)

Expressions of Interest

If you would like to express an interest in all or some of these opportunities for 2020, or would like more information, please contact:

Dave Harris, President: president@orleanstennisclub.ca / 613-277-2978

Pierre St-Jean, Vice President: vicepresident@orleanstennisclub.ca