

## POSITION POSTING

**Position Title:** Head of Tennis (Part Time)  
**Department:** Athletics  
**Immediate Supervisor:** Director of Athletics

### Nature and Scope

Brentwood College Tennis is a school-based program serving the international students of Brentwood College School. Tennis is offered to both male and female students from Grade 8 through 12 and we offer a mixture of both 'recreational' and competitive programs. The Head of Tennis will be an energized and well-organized individual responsible for overseeing all aspects of the tennis programs at the School. The successful candidate must enjoy training tennis players of all ages, have the ability to lead and think strategically, have a collaborative leadership style, and build and maintain positive and professional relationships with students, staff, and parents.

### Key Duties and Responsibilities:

- Provide leadership and direction to the Brentwood College Tennis Program (Co-ed Grade 8-12);
- Build a team approach that fosters a nurturing yet challenging environment for students of all ages and skill levels;
- Work with the Director of Athletics to effectively hire and place the best possible coaches in all areas of the tennis program;
- Ensure the program is staffed appropriately (meeting desired ratios) and to arrange coverage as necessary when coaches are away;
- Mentor and facilitate the development of Brentwood tennis coaches; setting clear expectations and overseeing performance in all aspects of their role;
- Work with BCS tennis coaches to establish and implement a system for athlete development that will work co-operatively within the structure of the Brentwood tri-partite program;
- Determine which tournaments Brentwood will attend and ensure scheduling is considered in the greater context of the Brentwood program;
- Participate in major tournaments for BC School Sports including but not limited to 4 day BC Provincial Championship
- Actively partner with BC School Sports to help host major competitions including but not limited to the Vancouver Island Championship
- Ensure any hosted tournaments are effectively organized and deliver a first-rate experience for all stakeholders;
- Establish a strategic and transparent competitive team selection process;
- Ensure day to day programming is planned well in advance;
- Nurture relationships with external tennis programs
- Ensure the highest standards of sportsmanship are maintained by the club at all times;
- Facilitate selection discussions for major awards as well as the Captain selection process;



### Knowledge, Skills and Attributes:

- Experience with managing and leading youth tennis programs;
- TPA Instructor and Club Pro 1 or higher preferred;
- Level 3 First Aid would be considered an asset;
- Accredited to teach in the Province of British Columbia is considered an asset;
- Proven collaborative leadership style;
- Excellent communication and organizational skills;
- Ability to remain calm under pressure;
- Awareness of the ethos of Brentwood and the variety of student opportunities/commitments within the school;
- Effective interpersonal style: ability to lead and work as part of a team;
- Strategic thinker with a vision for the development of the Brentwood College tennis program;
- Strong commitment to continuous learning and improvement;
- Exhibits Professional conduct and discretion at all times.

### Working Conditions

- Must maintain a flexible approach to working hours and generally be available for 6 afternoons a week;
- Fast-paced learning and school community environment that operates 7 days a week;
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, no later than at **5pm on Tuesday January 26<sup>th</sup>, 2021.**

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*We thank all applicants for their interest in this opportunity*