 **JOB POSTING**

**ONEC Tennis Youth Camp Instructor**

**Position Title:** Tennis Camp Instructor

**Job Type:** Summer 2024 Seasonal Contract

**Work Hours and Employment Period:** Full Time (40 hours per week), 2nd July to August 23, 2024 (start date to be discussed/finalized, with June 24th as possible early start date).

**To Apply:** Send resume, cover letter & two references to ONEC’s Manager at **manager@onec.ca** byFriday May 4th, 2024. Applications will be considered as they are received.

**Location:** Ottawa New Edinburgh Club, 501 Sir George-Etienne Cartier Parkway, Ottawa, K1M 2H9

The Ottawa New Edinburgh Club is looking to hire Instructors for its 2024 Youth Tennis Day Camp. ONEC is one of the oldest sports clubs in Canada with over a hundred years of history. Our vision is to be the best and friendliest non-profit, volunteer, and community-based recreation and training summer sports club in Ottawa. ONEC encourages fun, fitness, and skills-acquisition for sports participants of all ages. Instructors receive a full ONEC 2024 membership, which includes access to ONEC’s sailing, tennis, rowing and paddling facilities (subject to club policies and skills requirements).

**Roles and Responsibilities**

The main duty of a Tennis Instructor is to coach a cohort of campers in tennis activities, as well as lead other camp games and activities and ensure a safe and fun experience for the campers in their charge (aged 7-16). This includes leading, supporting and supervising Tennis Counselors in Training (C.I.T.s) and camp participants, even when no instruction is taking place, with the support of other Tennis and camp instructor(s) on the team. There may be other duties related to summer camp activities and logistics as appropriate.

In general, these positions are suited to experienced tennis players who enjoy working with young people in a fun and educational coaching or camp counselor environment. They will play a key role in the ONEC summer camp team, including in the pre-season preparation period, and must represent the club in a professional manner both on and off the court. Pre-season training and planning time with the camp team will be provided.

**Required Skills and Personal Traits**

* Ability to play tennis and to coach these skills
* Excellent communication skills
* Enjoy working with young people
* Team player with demonstrated ability to work with others to accomplish goals
* Strong customer relations skills for interacting with campers, their parents and club members
* Reliability and professionalism at all times
* Demonstrated leadership skills with sound judgment and decision making
* Friendly, trustworthy and honest personality

**Assets**

* Successful completion of NCCP Tennis Instructor course or equivalent
* Experience teaching Tennis
* Previous experience coaching, working in a camp or recreation program, with children or youth
* Experience practicing relevant sports in competitive and/or recreational capacity
* Bilingual (English/French) and/or experience working in both official languages

**Certifications and other requirements (must be valid until August 23rd, 2024)**

* First Aid/CPR Certification
* Police Check and Vulnerable Sector Screening (or references if under 18 years old)
* Relevant Safe Sport training

**Further Job Description Details**

**Specific job responsibilities for the camp period (provisionally July 2nd to August 25th) include:**

* To coach and deliver the ONEC Tennis Camp program
* To lead and support the C.I.T.(s) and proactively seek support from other instructors, club Directors and staff, working as a team, to ensure the safe and fun delivery of the Tennis program for campers
* To be familiar with and able to enforce all club rules and policies (including to align with current Public Health recommendations)
* To ensure a safe environment for the Tennis camp on and off the court
* To communicate effectively, and on a regular basis, with other instructors and youth camp participants
* To assist in assessment of participants’ achievement of skills/activities and organize for end of camp certificates of achievement
* To ensure that ONEC equipment and facilities are in good condition at the end of the day
* Other related duties as assigned by Senior Instructors, club Directors and management staff

**Specific job responsibilities for pre-season period include:**

* Work with other instructors to prepare lesson plans and logistics schedules (facilitating coordinated use of camp equipment and space to promote campers’ safe and fun experience)
* Other duties as assigned by Senior Instructors and Club Management and/or the Tennis Director

*ONEC is a Safe Sport club and an equal opportunity employer.*

*Safe Sport is about creating a culture where everyone can thrive in Sport at all levels of participation free from maltreatment. The ONEC Safe Sport policy integrates and adopts Safe Sport policy from our National Sport organizations (Tennis Canada, Rowing Canada, Sail Canada and Paddle Canada).*

*We offer a welcoming and inclusive environment to our staff team, club members, community clients and partners. We welcome and encourage applications from a wide range of candidates and will not tolerate discrimination on any basis (age, race, religion or belief, disability, sex, sexual orientation, gender reassignment, marital/civil partnership status).*