

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: Director of Instruction

Purpose: To assist with the leadership and general promotion of Wanless Park Community Tennis Club in the general area of club programming and instructional clinics. As a Board Member, support the organization's objective of encouraging and promoting the game of tennis amongst the membership and in the community to lead the Club into the future.

Responsibilities include:

- Establish overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community; particularly as they relate to the club's overall program and instructional offerings.
- Assist the Head Pro in developing strategic plans for a robust program offering that balances the needs of all members (Adult, Juniors, instructional, 'fun', etc.).
- Work closely with the Head Pro and Club Manager to ensure proper delivery and execution of the overall Programming strategy.
- Work closely with the Head Pro to ensure the overall management and roll-out of the Club's House League offering (currently the Club offers Spring, Summer, and Fall evening HL as well as Spring and Fall daytime HL) including, but not limited to:
 - Updating the House League information on the website as required
 - Ensuring required email communication(s) are sent to membership
 - Ensuring House League schedule and Team assignment are sent to House League participants
 - Ensuring courts have been blocked-off in GameTime
 - Monitoring the overall progress of the House League Program
- Work closely with the Membership Director, Member Support and the Treasurer to ensure accurate program registrations and payments (e.g. clinics and camps).
- Ensure transparency and proper reporting of private lessons.
- Ensure that the club website accurately reflects all instruction-related material and that it is updated on a timely basis.
- Authorize expenses proposed by the Head Pro for the instruction team for items like staff uniforms, name tags, and promotional materials such as junior t-shirts.
- Work in partnership with the Head Pro and Board of Directors to approve any staff continuing education applications.

Details of the position:

- Length of term is one year, which may be renewed each and every year for a maximum of five (5) consecutive years through the nomination and election process at the Annual General Meeting.
- Candidate must be member in good standing of the Club.
- Position carries one vote.

Meetings and time commitment:

- The Board of Directors meets monthly typically on a Monday evening at 7:30 p.m. Meetings tend to last between 2 and 2.5 hours.

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Expectations include:

- Attend and participate in Board of Director meetings on a regular basis.
- Attend the Annual General Meeting.
- Be aware of Wanless Park Community Tennis Club's objective and publicly support it.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Foster a positive working relationship with other Board members, the clubhouse staff, the Head Pro and court instruction team as well as City of Toronto staff who work at the park.
- Be aware of and abstain from any conflict of interest.