

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: Director of Instruction

Purpose: To assist with the leadership and general promotion of the Wanless Park Community Tennis Club so as to support the organization's objective of encouraging and promoting the game of tennis amongst the membership and in the community and ensuring the smooth operation and activities of the Club.

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 program offerings.
- Assist and advise the Executive in developing strategic plans for a robust program offering that balances the needs of all members (Adult, Juniors, etc.)
- Work closely with the Club Pro / Club Manager to ensure proper delivery and execution of the overall Programming strategy.
- Work closely with the Membership Director, Member Support and the Treasurer to ensure accurate program registrations and payments.
- 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.
- Develop program marketing material and initiatives.
- Oversee purchase of staff uniforms, name tags, and promotional materials such as junior t-shirts.
- Work in partnership with Club Pro and Board Directors to approve staff continuing education applications.
- Oversee and manage Programs such as House Leagues (currently Evening Spring, Summer and Fall as well as Daytime Spring and Fall), Ladder, and others as required.

Details of the position:

- Length of term is one year, which may be renewed each and every year 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 September through May, 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, and the general staff.
- Be aware of and abstain from any conflict of interest.

FINAL