



JOB OPPORTUNITIES - AUXILIARY

Tennis & Pickleball Team Leader

Posting #PRC2023-77A

Oak Bay Parks, Recreation and Culture are seeking organized and dedicated individuals for the Tennis and Pickleball Team Leader position. Under the direction of the Tennis and Pickleball Supervisor this position is responsible for the safe and smooth operation of lessons, tournaments, and staff. Oak Bay Parks, Recreation and Culture offers an additional 14% in pay per hour in lieu of benefits for auxiliary employees, a staff facility pass that provides access to our weightroom, pool, skating rink, and drop-in fitness classes (granted with a regularly scheduled weekly shift). Oak Bay offers opportunities for advancement and growth within our organization.

RESPONSIBILITIES

- Assists in the organization and administrative duties of lessons, tournaments when necessary.
- Assists in the lesson planning, training, evaluation, and motivation of the tennis or pickleball staff.
- Provides leadership in promoting friendly and positive relationships with participants, members of the public and fellow staff, in striving to provide an excellent service.
- Maintains a positive, healthy environment in which the participants can learn in a safe, enjoyable manner.
- Leads Tennis and Pickleball Tournaments when required.
- Ensures that equipment is organized for convenient use by instructors and that the lesson area is left in readiness for the next session after classes are over.
- Assists in maintaining a quality tennis environment for all patrons and instructors.
- Provides the necessary guidelines to ensure the safety of all participants.
- Occasional coverage of on-court instruction.
- Assists in maintaining a quality tennis environment for all patrons and instructors.
- Ensure report cards are completed for each participant, in accordance with Recreation Oak Bay standards.
- Ensures that staff and sessions begin and end on schedule.
- Acts as liaison between staff and Tennis and Pickleball Supervisor.
- Provides effective first aid treatment to patrons and follows up in the event of accident or injury.

QUALIFICATIONS

- Experience teaching all levels of tennis lessons.
- Ability to address feedback from patrons and program participants.
- Ability to supervise a team of staff.
- Current Tennis Canada Instructor Level 1 or higher and/or Current Pickleball Canada Instructor Level 1 or higher.
- Current Emergency First Aid and CPR-C.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	Hours vary to meet operational requirements. This is dependent on special events, group and private lessons, and tournaments which may include day, evening, and weekend hours.
LOCATION(S)	Oak Bay Recreation Centre
RATE	\$27.28 (\$23.93 per hour plus \$3.35 per hour in lieu of benefits – 2023 rates)
STATUS	Auxiliary (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • 14% in lieu of benefits per hour. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

This posting will remain open until suitable applicant(s) are found. Please submit applications to:

Job Application Drop Box, Oak Bay Recreation Centre,
1975 Bee Street, Victoria, V8R 5E6; or

Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2023-77A Tennis & Pickleball Team Leader

Please note that only short-listed applicants will be contacted