



**Philpott Children's Tennis
Job posting for Summer 2023**

Position:	Head Instructor
Reporting to:	Philpott Head Coach (Site Supervisor)
Accountable to:	Executive Director
Program Dates:	July 4 to Aug 25, 2023 (note some sites close on Aug 18 th) + attend pre-summer instructor training (date to be determined)
Normal Worked Hours:	8:45 am – 1:15 pm (rain or shine)
Number of Sites:	Philpott Children's Tennis operates out of 18 different sites across the city of Toronto. We will do our best to place coaches at their site of preference but please understand that this is not always possible.
Expected Salary Range:	\$20 to \$25/hr
Minimum Requirements <i>(must have by the starting date)</i>	<ul style="list-style-type: none"> • Level 1 (Instructor) OTA Coaching Certificate • Emergency First Aid certificate • High Five training • Clean police reference check: www.torontopolice.on.ca/recordsmanagement/clearance.php)
Interview Dates:	All interviews will be conducted in April
Interview Location:	Interviews will be held at L'Amoreaux Tennis Centre located at 300 Silver Springs Blvd, Scarborough
Application Deadline:	April 21, 2023
Click Here to apply:	https://philpottchildrenstennis.org/head-instructor/

Position Summary

Philpott Children's Tennis is proud of its long history of promoting health, physical and moral well-being among Toronto's inner-city youth through its skill and leadership development programs.

The Head Instructor's primary responsibility is to design and administer a quality summer tennis program at their designated site in a professional, courteous and enthusiastic manner.

Detailed Duties:

Administration

- He/she is expected to organize and prepare lessons for each day of instruction.
- Arrive at 8:45 am to set up and organize equipment, take attendance
- Provide accurate attendance, incident and equipment inventory reports
- Store equipment and first aid kits securely
- Report concerns/problems immediately to the Summer Program Director or Supervisor or Assistant Supervisor



Public Relations

- Liaise with the Parks & Recreation (or other) representative on site
- Wear shirts provided by Philpott when instructing
- When appropriate, speak with parents and prospective students
- Encourage children to bring friends and introduce them to tennis

Instruction and Coaching

- Prepare daily/weekly lesson plans
- Plan and execute each day's lessons with suitable progressions and drills to meet the needs of the children and the group
- Manage Assistant Instructor (s) and volunteers and ensure they are engaged contributing to the program

Operations

- Ensure that a safe environment is maintained at the court site (i.e. not playing on wet courts)
- Report safety problems immediately to local Parks, Forestry & Recreation representative and to the Summer Program Director or Assistant
- Be knowledgeable about the emergency procedures of the community centre

If you are interested applying for a Head Instructor position with Philpott Children's Tennis Please Click Here: <https://philpottchildrenstennis.org/head-instructor/>