



Marketing and Promotion:

This job provides an opportunity for a diverse team environment, including:

- Obtaining first-hand knowledge of the inner workings of a charity
- Gain some knowledge on tennis programs, specifically for women and children
- Manage projects effectively and efficiently with clear goals
- Website content management including updating content and images
- Digital marketing including social media and websites

An ideal candidate has:

- Strong working knowledge of computers
- Experience with Canva, and google drive products
- Good interpersonal and communication skills
- Good time management skills and able to respond to requests in a timely manner
- Experience working with photoshop, photography and videography
- Enjoys working as part of a team
- Self-motivated and proactive
- High level of creativity to develop promotional material

Tasks:

- Create, edit and promote communications (emails, newsletters and social media)
- Work to increase registrations in kids and adult programs
- Post updates and promote programs via social media
- Creating content and updating the website
- Assist with developing promotional and marketing plan for tennis progression
- Developing marketing materials
- Development of a marketing and promotional plan and materials, including but not limited to presentations, flyers/brochures
- Other administrative duties as assigned



Sponsorship:

This job provides an opportunity for a diverse team environment, including:

- Obtaining first-hand knowledge of the inner workings of a charity
- Gain some knowledge on tennis programs, specifically for women and children
- Manage projects effectively and efficiently with clear goals

Our ideal candidate has:

- Good interpersonal and time management skills
- Experience contacting potential sponsors
- Self-motivated and proactive
- Excellent organizational skills
- Excellent written and verbal communication skills
- Great attention to detail
- Previous experience working with charities
- Experience with business development/sales roles
- Able to tackle multiple tasks at once

Tasks:

- Conduct negotiation of sponsorship agreements
- Formulate and identify plans to develop sponsorship opportunities
- Manage budgets in alignments with program planning
- Manage onboarding of new sponsors
- Propose sponsorship performance metrics
- Provide recommendations for improvements for future events
- Draft contracts and create a sponsorship package
- Work with an internal team and contacts externally



Maintenance:

This job provides an opportunity for a diverse team environment, including:

- Obtaining first-hand knowledge of the inner workings of a charity
- Gain some knowledge on tennis programs, specifically for women and children

Our ideal candidate has:

- Proven experience in a similar role
- Experience with hand and electric tools
- Very good communication and interpersonal skills
- Physical stamina and dexterity
- Willing to work in an outdoor environment

Tasks:

- Perform cleaning activities such as trimming hedges and grass
- Perform minor fixes such as filling gaps, repairing locks
- Painting and applying crack filler
- Collecting trash and lost items throughout the courts
- Report to founder for any issues



On Court Helper or assistant:

This position will be a great chance for someone who's ready to coach an enthusiastic membership group, build strong relationships with those at the club, grow and develop as a coach and further their tennis career.

An ideal candidate has:

- Instructors certification, or Club Pro 1
- Previous tennis experience
- Experience coaching both adults and juniors in group lessons
- Up to date Vulnerable Sector Police background check
- Friendly, outgoing, reliable and willing to learn
- Ability to play and teach different levels
- Passion for tennis and teaching
- Great communication and interpersonal skills

Tasks:

- Assist in running adult and junior classes
- Maintain a flexible schedule to meet registration demands
- Able to correct and encourage a variety of age groups
- Follow lessons plans for the day and support all drills



Junior Team Tennis Coordinator:

This job provides an opportunity for a diverse team environment, including:

- Obtaining first-hand knowledge of the inner workings of a charity
- Gain some knowledge on tennis programs, specifically for women and children
- Manage projects effectively and efficiently with clear goals

An ideal candidate has:

- Experience creating junior programming
- Passion for tennis specifically for children
- Understanding of progression skills detailed by Tennis Canada and USTA
- Great communication and interpersonal skills
- Self-motivated and proactive

Tasks:

- Oversee, manage and report program progression
- Offer routine instruction to team members on job responsibilities
- Ensure performance of junior team is to program standards
- Support the coaching team
- Collaborate with management team to reach organizational goals
- Develop new progression drills and expectations for each age level
- Increase registration and retention rates



Women's league Coordinator:

This job provides an opportunity for a diverse team environment, including:

- Obtaining first-hand knowledge of the inner workings of a charity
- Gain some knowledge on tennis programs, specifically for women and children
- Manage projects effectively and efficiently with clear goals

An ideal candidate has:

- Experience creating adult programming
- Passion for tennis specifically for adult beginners
- Understanding of progression skills detailed by Tennis Canada and USTA
- Great communication and interpersonal skills
- Self-motivated and proactive

Tasks:

- Oversee, manage and report program progression
- Offer routine instruction to team members on job responsibilities
- Ensure performance of women's league is to program standards
- Support the coaching team
- Collaborate with management team to reach organizational goals
- Develop new progression drills and expectations for each age level
- Increase registration and retention rates



President:

The position:

- Communication link for the board and the community
- Works with the board to further the goals of the organization

Our ideal candidate:

- Strong belief in A Love of Tennis's mission, vision and values; able to articulate them
- Demonstrated excellent leadership skills
- Complete understanding of the roles and responsibilities of not-for-profit Boards
- Good organizational and time management skills
- A demonstrated commitment and experience in supporting best practice in the engagement of volunteers.
- Excellent interpersonal and organizational skills as well as excellent communication skills (written and oral) including public speaking
- Flexibility and patience

Tasks:

- Preside as the chairperson of all board meetings, including the annual general meeting
- Oversee the general management of the affairs of the organization and its staff
- Act as the spokesperson for the organization to the community at large
- Support and communicate regularly with board members
- Attempt to move the organization forward, keeping short and long term goals in view

Job Type: Part-time, Volunteer

Part-time hours: 8-10 per week



Treasurer:

This position provides an opportunity for a team environment, including:

- Obtaining first-hand knowledge of the inner workings of a charity
- Gain some knowledge on tennis programs, specifically for women and children
- Manage projects effectively and efficiently with clear goals

Our ideal candidate:

- Has previous financial or management experience
- Able to create budgets, reports
- Able to translate financial reports to the rest of the board

Tasks:

- Develop and enforce strong internal controls and financial management policies
- Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns
- Regularly assess risks and whether and how such risks should be mitigated
- Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner
- Have the organization's financials audited whenever required or advisable
- Maintain systems for ensuring the organization's ongoing solvency

Job Type: Part-time, Volunteer

Part-time hours: 4-6 per week



Vice President:

This job provides an opportunity for a diverse team environment, including:

- Obtaining first-hand knowledge of the inner workings of a charity
- Gain some knowledge on tennis programs, specifically for women and children
- Manage projects effectively and efficiently with clear goals

Our ideal candidate:

- Management and operational experience
- Demonstrated leadership ability
- Strong belief in A Love of Tennis's mission, vision and values; able to articulate them
- Excellent interpersonal and organizational skills
- Flexible and patient

Tasks:

- Work with other board members
- Preside as the chairperson of all board meetings, including the annual general meeting
- Oversee the general management of the affairs of the organization and its staff
- Act as the spokesperson for the organization to the community at large
- Support and communicate regularly with board members
- Attempt to move the organization forward, keeping short and long term goals in view
- Work directly with the President to communicate updates with the community

Job Type: Part-time, Volunteer

Part-time hours: 6 per week



Secretary:

A Love of Tennis is currently looking for someone to join our Board as the Secretary.

Our ideal candidate:

- Strong written and oral communications; including maintaining records and taking minutes;
- Demonstrated organizational abilities;
- Experience working in office suite products;
- Experience in working on a Committee or Board of Directors is an asset;
- Experience in volunteering or working for a not-for-profit corporation is an asset.

Tasks:

- Maintain records and documents of all board meetings and decisions (agendas, meetings and actions)
- Participate in committee as requested
- Support A Love of Tennis' missions when establishing board administration standards and policies
- Schedule, attend and scribe meetings and present them in a report
- Maintain paper and electronic filing systems
- Keep registration lists up to date

Job Type: Part-time, Volunteer

Part-time hours: 4-6 per week