

# Tennis Saskatchewan

<b>Job Title:</b>	Director, Community Development
<b>Terms of Employment:</b>	Full Time, subject to probation periods as per policy
<b>Location:</b>	Saskatoon
<b>Salary Range:</b>	Commensurate with education, qualifications, and experience
<b>Purpose:</b>	Reporting to the Executive Director, the Director, Community Development will provide leadership in the areas of community grassroots / participation development, coaching and officials development, as well as the development and implementation of safe sport initiatives.
<b>Plan Delivery:</b>	Will be responsible to provide support to the delivery of strategic priorities out in the Tennis Saskatchewan Strategic Plan.
<b>Policy Development:</b>	Assist in the development and maintenance of Tennis Saskatchewan policies as it relates to participation and community development.
<b>Tracking and Reporting:</b>	Will be responsible for tracking and reporting on all outputs and outcomes within the areas of responsibility.
<b>Fiscal Responsibility:</b>	Will be responsible for the development and reconciliation of budgets within the areas of responsibility.
<b>Other Responsibilities:</b>	Other responsibilities shall be assigned at the discretion of the Executive Director commensurate with the skill set of the candidate.
<b>Qualifications:</b>	<p>Strong technical knowledge of tennis, background in tournament and/or league development.</p> <p>NCCP Tennis Instructor Certification (Club Pro 1 would be an asset).</p> <p>Experience working with children, youth, and adults.</p> <p>Well-developed relationship building, negotiation and conflict resolution skills.</p> <p>Excellent oral and written communication skills.</p> <p>Proven ability and experience in the leadership and management of sport programs and event delivery.</p> <p>Strong leadership, organizational and administrative skills.</p> <p>Proven ability to work in a team environment in leadership, mentoring or support roles.</p> <p>Able to travel and work flexible hours on a frequent basis.</p> <p>Ability to function at a high level with multiple competing priorities and deadlines.</p> <p>Highly developed level computer skills including Microsoft Office programs and familiarity with online platforms.</p>

Reliable vehicle and valid driver's license.  
Clean Police Record Check including Vulnerable Sector Verification.  
Knowledge of the non-profit sport sector in Saskatchewan is an asset.

**Key Areas Include:** Coordination of Under 12 Program  
Roger's Rookie Tours / Team Tennis  
School Tennis Try School Tennis Learn to Play  
Coaching / Officials Certification  
Club / Community Development  
Saskatchewan Summer Games Development  
Wheelchair Tennis Development  
Safe Sport Initiatives

### **Coordination of Under 12 Program**

Along with the Player Development Coordinator, responsible for all aspects of the organization and delivery of the provincial Under 12 Player Development Program.

- Ensure annual schedule is developed and maintained (initial scheduling)
- Book necessary facilities (courts, fitness facilities)
- Hire coaches to deliver program
- Ensure balls are available for training sessions
- Market the program to all clubs and developmental / high performance training programs throughout the province (including communication)
- Liaise with Tennis Canada (proper training and methodology)

### **Roger's Rookie Tours / Team Tennis Programs**

Responsible for all aspects of the organization and delivery of the Roger's Rookie Tour program and Team Tennis programs.

- Ensure annual schedule is developed and maintained
- Book necessary facilities (Clubs, fieldhouse)
- Ensure tournament directors / referees / volunteers are confirmed
- Ensure balls are available for all tournaments
- Market the program to all Clubs and developmental / high performance training programs throughout the province (including communication)
- Ensure Clubs follow guidelines as developed by Tennis Canada.
- Follow-up with Tennis Canada on an annual basis (participant numbers and results)

### **School Tennis / Try and Learn-Play**

- Help market and deliver School Tennis Try and Learn-Play Programs throughout the province with emphasis being placed on the Learn-Play component (Tennis For Schools – Learn and Play: Grades 1 to 8).

### **Coaching and Officials Development**

- Coordinate and promote annual Coaching and Officials certification schedule
- Coordinate and promote re-certification opportunities
- Ensure necessary arrangements are made for clinics (registration requirements, Respect in Sport component, equipment, balls, facility rental, etc.)

- Liaise with Tennis Canada and the Coaching Association of Canada and Saskatchewan
- Complete necessary follow-up as per Tennis Canada and Coaching Association of Canada policy

### **Community / Club Development**

- Provide clinics / camps for clubs, sport districts and other agencies while building the capacity for athlete and coach development programs.
- Facilitate the development of new programs and clubs.
- Facilitate volunteer recruitment, training and development to increase District Capacity (i.e. Saskatchewan Games programs, NCCP, Officials Development, etc.).
- Promote the benefits of tennis to Saskatchewan communities and organizations.
- Provide education and guidance in the development of tennis facilities.

### **Saskatchewan Summer Games Development**

- Liaise with the Saskatchewan Games Council, Sask Sport, and the Saskatchewan Sport Districts on a regular basis
- Be the technical liaison with the Saskatchewan Games Council. Will be responsible for providing technical assistance and information regarding tennis to the host committee and the Sport Districts
- Position and promote the Saskatchewan Games as an integral component within the sport's overall long term athlete and coach development plans by providing a key opportunity for enhancing sport development, training, coach certification and official's development
- Responsible for the sport development initiatives (pre-Games training camps and competitions) leading up to the games which will ensure maximum District representation at the Saskatchewan Games
- Apply for inclusion and participation in the Saskatchewan Games sport calendar, including the development of the sport technical package
- Ensure that the technical regulations are clearly defined and meet the requirements for a successful competition (e.g. field of play meets minimum requirements, equipment, etc.)
- Develop the daily sport competition schedule in co-operation with the host sport chair.
- Ensure the technical regulations are followed at District and games competitions
- Attend the Saskatchewan Games
- Be available to attend two planning meetings with the sport chairperson of the host community in advance of the Games
- Ensure communication is established with each district sport coordinator, ensuring a seamless approach to the selection of the district team and coaches
- Identify the district coach(s) 9 months prior to the Games
- Determine the process for selecting the District athletes, coaches and managers that will advance to the Saskatchewan Games (determine a playoff structure, designating a playoff site, taking registrations, determining the draw, securing officials and financing the District selection processes)
- Establish communication with the District Sport Coordinator for assistance in promoting and creating an awareness of the Games tennis event
- Assist with promotion of the team selection process (playdowns) and the Saskatchewan Games Programs
- Ensure the coaches and managers selected for the District team meet the minimum coaching certification requirements (and apply to the Sask. Games Council for any coaching exemptions or any other matters that pertain to the selection of the District teams). Ensure athletes meet age and residency requirements

- Prepare a final evaluation on the competition and submit to the Saskatchewan Games Council within two weeks of the completion of the Games

### **Wheelchair Tennis Development**

- Coordinate wheelchair instructor course when necessary (usually annually)
- Liaise with Tennis Canada, other agencies, and the Saskatchewan Wheelchair Sports Association on a regular basis to help develop the sport of wheelchair tennis through programs (camps, clinics, try tennis days, competitions)

### **Sask Sport Initiatives**

- Development and implementation of the Responsible Coaching Movement, with key areas of focus: Rule of Two, Background Screening, and Respect and Ethics Training.
- Communication and on-going education of Directors, Clubs, Communities, Coaches and Officials.
- Respect in Sport.