



## **Kingston Tennis Club – Camp Leader**

### **JOB DESCRIPTION**

June 16 – August 29, 2025

The Kingston Tennis Club is a not-for-profit seasonal club with 7 outdoor courts located within walking distance of Queen’s University. Each season, the club offers a wide range of recreational and competitive tennis programs, social events, and summer camps for juniors.

**The Kingston Tennis Club is seeking a Camp Leader to lead and administer our summer tennis camp for its 2025 season.**

**Position Overview:** The KTC’s summer tennis camp is for beginner and intermediate players aged 7-14. The Camp Leader will lead a group of tennis instructors in the development and delivery of the camp curriculum. In addition to leading on and off-court activities during camp, the Camp Leader is responsible for weekly and daily camp organization, administration, and parent communications.

**Work Schedule:** The Camp runs 9 weeks (from June 30 to August 29, 2025). The Camp Leader is expected to work all 9 weeks of camp (Monday to Friday, 9:00 am-4:00 pm), plus two weeks of camp preparation in June.

#### **Duties include:**

- working with the Club Pro to plan lessons/activities/drills (both on court and off) for the instructors and train them in the delivery of these.
- taking primary responsibility for supervising camp instructors and for ensuring that they carry out their roles and responsibilities as required to meet Club expectations.
- being present on-court throughout most of the day to motivate campers and staff, and to ensure appropriate and consistent delivery of tennis curriculum.
- in the event of staff absence or sickness, filling in on-court as needed.
- responding to inquiries regarding the camps.
- assisting in promoting the camps and the enrolment of participants.



- managing the staffing and scheduling of instructors and ensuring all equipment is available and ready for the smooth running of the camps.
- communicating in a timely way with parents/guardians on camp expectations, club rules and what campers should bring; assisting with camp surveys as directed.
- ensuring appropriate supervision of campers before and after camp (as required) as well as during breaks and lunch.
- facilitating effective team communication and serving as the primary point of contact for all off-site activities.
- consulting with the Club Manager on matters related to camp administration.
- meeting with campers on the last day of each Camp to conclude the week and to provide and receive feedback.
- meeting with instructors at the end of each Camp to provide and receive feedback and assess successes, weaknesses and ways of improving the camp.
- taking responsibility for the proper maintenance and storage of all KTC equipment required in the operation of the Camps.
- working with instructors to ensure the Clubhouse is cleaned up after all breaks and the grounds are left tidy at the end of the camp day.
- Compliance with all health and safety requirements and encourage others to do so as well. The KTC prioritizes the health and safety of all members, guests, and staff.

### **Requirements:**

- Tennis Canada certified instructors are preferred; uncertified candidates with summer camp leadership experience could be considered for the role.
- Training in First Aid and knowledge of CPR techniques would be considered an asset.

**Remuneration:** Commensurate with qualifications and experience.

**Application:** Please submit resume with references to [jobs@kingstontennisclub.com](mailto:jobs@kingstontennisclub.com)