



## **CAMP DIRECTOR**

### **About the Kingston Tennis Club**

The Kingston Tennis Club (KTC) is a not-for-profit seasonal club with seven outdoor courts located within walking distance of Queen's University and St. Lawrence College. Each season, the KTC offers a wide range of recreational and competitive tennis programs, junior summer camps, and social events.

### **Position Overview**

The KTC's summer tennis camp is for beginner and intermediate players aged 7-14. Reporting to the Co-Chair of the Programs Committee, the Camp Director 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 Director is responsible for weekly and daily camp organization, administration, and parent communications.

### **Duties and Responsibilities**

- Works 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.
- Takes primary responsibility for supervising camp instructors and ensuring that they carry out their roles and responsibilities as required to meet Club expectations.
- Is 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, fills in on-court as needed.
- Responds to inquiries regarding the camps.
- Assists in promoting the camps and the enrolment of participants.
- Manages the staffing and scheduling of instructors and ensures all equipment is available and ready for the smooth running of the camps.
- Communicates in a timely way with parents/guardians on camp expectations, club rules and what campers should bring.
- Ensures appropriate supervision of campers before and after camp (as required) as well as during breaks and lunch.
- Consults with the Club Manager on matters related to camp administration.
- Meets with campers on the last day of each Camp to conclude the week and to provide and receive feedback.
- Meets with instructors at the end of each Camp to provide and receive feedback and assess successes, weaknesses and ways of improving the camp.
- Takes responsibility for the proper maintenance and storage of all KTC equipment required in the operation of the Camps and works with instructors to ensure clean up of the Clubhouse and grounds at the end of the camp day.



- Complies with all KTC Policies and health and safety requirements and encourages others to do so as well. The KTC prioritizes the health and safety of all members, guests, and staff.

### **Qualifications and Skills**

- Tennis Canada Certification, Instructor Level Minimum
- Strong tennis playing and coaching background
- Leadership and communication skills for staff and parents.
- Experience working with children in a camp or recreational setting.
- Ability to manage staff, and create schedules
- High energy, strong work ethic, and passion for teaching tennis.
- Current First Aid and CPR-C certification
- Current Vulnerable Sector Check (within 12 months)

**Note:** This job description outlines the primary duties of the role, though additional related tasks may be assigned.

**Work Schedule:** The Camp runs 10 weeks (from June 29 to September 4, 2026). Camp Instructors are expected to work all 10 weeks of camp (Monday to Friday, 9:00 am-4:00 pm), plus two weeks of camp preparation in June.

**Job Type:** Full-time

**Rate of Pay:** Starting at \$25.00 per hour, commensurate with experience and certifications.

### **Application Instructions:**

Interested applicants are invited to email a cover letter and resume to the Programs Committee at [jobs@kingstontennisclub.com](mailto:jobs@kingstontennisclub.com).

**Application deadline:** Until the position is filled.