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| **Tennis Instructor (Specialty Program Instructor Level I)** at the **City of Markham – 2 positions**

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| **Job Summary**: Plans, organizes, instructs and leads tennis for adults, children, and youth. Ensures a positive and safe environment for participants and peers. **Key responsibilities include (but not limited to):*** Facilitates, leads and supervises the program.
* Organizes and writes lesson plans to be handed in by week two of the program. Develops lesson plans specific to the abilities of each group. Reviews lesson plans with the Recreation Supervisor/Program Co-ordinator prior to class and submits at the end of each session.
* Prepares and organizes program equipment and supplies, maintaining an inventory of supplies, reporting to the Program Coordinator/Recreation Supervisor any items needing replacement.
* Keeps attendance records and checks with participants who have extended absences.  Gives all new participant names that are not on the list to the Program Coordinator/Recreation Supervisor.
* Ensures safety at ALL times, enforcing safety regulations as set out by the City of Markham sports, fitness, arts and leisure programs policies and procedures.
* Ensures the site, equipment and supplies are appropriate to the activity and environment to reduce and minimize risk to other staff and participants.
* Ensures all program participants are aware of upcoming events, program changes or cancellations.
* Other duties as assigned

 **Qualifications:** * Minimum of 3+ years. in the discipline of Tennis
* Level 1 OTA Instructor Certification
* Standard First Aid  with CPR ‘C’
* High Five Certificate and adherence to the principles of Healthy Child Development. (Children ages 6 to 12 years)
* NCCP Level 1 Theory
* Other awards/certifications as required. Evidence of demonstrated leadership in a particular sport at the high school level.
* Ability to read, understand, follow, and enforce safety procedures.
* Excellent verbal/written communication skills, leadership skills, customer service skills and sensitivity to interact with a diversity of patrons, parents and staff in a courteous and efficient manner.
* Satisfactory Vulnerable sector screening letter

The City of Markham is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants who apply, only those selected for an interview will be contacted. |
| The City of Markham is a dynamic and change-oriented leader among Canadian municipalities. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as much as for our fiscal accountability. More than 320,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life. Join us and make a difference!For more information and to apply online by **November 11, 2016,** please visit our website at [**www.markham.ca/jobs**](http://www.markham.ca/jobs)**.*****We are committed to inclusive employment practices.*** |
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