

JOB DESCRIPTION: Assistant Director – Tennis and LIT

The OTC is seeking an enthusiastic and organized individual to join our team as an Assistant Director responsible for our LIT Program and Tennis instruction for the camp. In this role, you are responsible for planning, coordinating, and executing activities within our LIT camp program and managing the Tennis instruction on the courts during camp. The Assistant Director/ LIT – Tennis is pivotal in ensuring a positive and memorable experience for camp participants while maintaining a safe and engaging environment.

LIT RESPONSIBILITIES:

- Plan and follow the LIT program which includes:
 - Three (3) sessions, each running for three weeks
 - Up to 5 youth participants per session
 - Focus on career development, sport coaching, and leadership skills
- Assist with the planning and implementation of the Tennis portion of camp programming
- Actively supervise tennis activities, assessing the campers' abilities during the first day to ensure instruction is delivered to the appropriate skill level for each group.
- Ensure the safety, supervision, and security of all participants in your care.
- Act as a positive role model in attitude, health, and wellness for campers, fellow staff and OTC members.
- Collaborate with the Camp Director to assign dining room responsibilities for LIT participants during lunch time.
- Complete administrative tasks necessary to support the LIT program and Tennis program (paperwork, incident reports, phone calls, staff meetings, participant feedback).
- Assist in responding to incidents, problems, emergencies and parent/caregiver concerns/inquiries as outlined in the OTC's Policies and Procedures.
- Ability to swim and willingness to go in the pool is **compulsory**

REQUIRED QUALIFICATIONS:

- Tennis Coaching certification
- Experience with working with children in a recreational setting
- Valid Standard First Aid with CPR-C Certification
- Valid Vulnerable Sector Check (18+)
- Ability to work well independently and have excellent communication skills

SCHEDULE: This position is 40 hours per week from June 22 until Sept 7, 2026 with some part-time work in May/beginning of June

APPLICATION DEADLINE: Wednesday, November 26, 2025

Please outline your areas of strength, specifically with Tennis (coaching level), Leadership Experience, and working with kids of all ages. All interested candidates are asked to submit their resume and cover letter to jobs@otlbc.com. We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.

The Ottawa Tennis Club is an equal opportunity employer. All applicants will be considered for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, veteran status, or disability status.