

**TOWN OF NEW GLASGOW
SUMMER YOUTH EMPLOYMENT
TENNIS INSTRUCTOR & MAINTENANCE SUPPORT**

The Town of New Glasgow is seeking to fill a tennis instructor summer youth employment opportunity within the Department of Community Development. The employment period is May 15 until September 1, 2023 (16 weeks). Regular hours are Monday to Friday 8:30am until 4:30pm, overtime and afterhours support may be required from time to time.

Applicant Requirements:

- Applicants must be between 15 and 30 years of age at the beginning of the employment period,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Must be able to attend the [Spring 2023 Tennis Nova Scotia Instructor Training Course](#).

Roles and Responsibilities:

- Plan and facilitate the tennis program at the West Side Tennis Courts (Lavinia Street, New Glasgow).
- Plan and facilitate daily tennis lessons for participants of all ages (children, youth, adults, seniors) that are appropriate for the needs and skill levels of all participants.
- Organize special tennis events (ex: mixers, tournaments, try-it sessions, leagues).
- Off-court tasks such as making schedules and designing promotional materials.
- Evaluating the courts for safety and recommending any required maintenance to supervisors.
- Completing basic court maintenance such as graffiti removal and leaf blowing.
- The tennis instructor will assist the maintenance team as required to obtain full time hours. See the "Grounds Maintenance Workers" job description above for details on grounds maintenance roles and responsibilities.
- Other duties as assigned by supervisor.

Instructor Certification:

- Training to obtain a tennis instructor certification through Tennis Nova Scotia will be provided to the successful candidate if required. Instructor training will take place over two weekends, dates to be announced.

Closing Date and Applications:

- Applications must be received by 11:59pm on Sunday, March 26, 2023. By e-mail to recreation@newglasgow.ca or in person to New Glasgow Town Hall (111 Provost Street, New Glasgow) Attn: Veronica Deno.
- Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

- The Town of New Glasgow is an equal opportunity employer, values diversity and inclusiveness and encourages applications from all qualified candidates including indigenous people, visible minorities, people with disabilities and women. We thank all those who apply; however, only those selected for an interview will be contacted.