

Job Descriptions/Qualification Requirements

High Performance Representative

Job Description

Be an Active Member of the High Performance Committee

- Assist with all National Team Program and System Development selection and funding recommendations

Manage the Strategic Plan Objectives

- Monitor the progress of objectives
- Collaborate with the Manager in the implementation of the objectives

Develop National Team Program and Athlete Development Pathway Strategies

Act as a Liaison

- Provide the WTC with recommendations from the High Performance Committee

Assist with Ad Hoc Committees

- Volunteer for committee projects when available

Provide Ongoing Communication

- Respond in a timely manner to all WTC communications
- Provide articles or topic suggestions for the Wheelchair Tennis Newsletter

Attend Meetings

- Participate in all meetings and conference calls

Qualification Requirements

- Touring Coach or Apprentice Touring Coach
- Member of the High Performance Committee
- Proven written and oral communication skills
- Ability to work as a team
- Proven results in the area of high performance wheelchair tennis development

Rexall Centre

1 Shoreham Drive

Toronto, ON M3N 1S4

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Community Tennis Representative

Job Description

Act as a Liaison

- Be a liaison between the WTC and Tennis Canada Community Development committees

Manage the Strategic Plan Objectives

- Monitor the progress of objectives
- Collaborate with the Manager in the implementation of the objectives

Ensure the development and implementation of a Recruitment Strategy

Assist with Ad Hoc Committees

- Volunteer for committee projects when available

Provide Ongoing Communication

- Respond in a timely manner to all WTC communications
- Provide articles or topic suggestions for the Wheelchair Tennis Newsletter

Attend Meetings

- Participate in all meetings and conference calls

Qualification Requirements

- Active in wheelchair tennis community development
- Proven written and oral communication skills
- Ability to work as a team
- Proven results in the area of wheelchair tennis development

Coaching Representative

Job Description

Manage the Strategic Plan Objectives

- Monitor the progress of objectives
- Collaborate with the Manager in the implementation of the objectives

Assist with Ad Hoc Committees

- Volunteer for committee projects when available

Develop a Coaching Development Program

Provide Ongoing Communication

- Respond in a timely manner to all WTC communications
- Provide articles or topic suggestions for the Wheelchair Tennis Newsletter

Attend Meetings

- Participate in all meetings and conference calls

Qualification Requirements

- Tennis Canada certified coach (beneficial but not required)
- Currently coaching wheelchair athletes (beneficial but not required)
- Proven written and oral communication skills
- Ability to work as a team
- Proven results in the coaching development area

Provincial Liaison Representative

Job Description

Facilitate Provincial Wheelchair Sport Association (PWSA) and the Provincial Tennis Association (PTA), and Tennis Canada/WTC Partnerships

- Provide leadership and direction to the provincial associations
- Contact all provincial associations and establish a positive relationship
- Encourage associations to partner on growth and development initiatives
- Facilitate the provincial partnerships
- Advise Manager of progress, and request resources as required
- Ensure associations are aware of all Tennis Canada wheelchair programs and opportunities
- Present provincial concerns and solutions to the WTC
- Be a voice for the associations to the WTC and Tennis Canada

Assist with Ad Hoc Committees

- Volunteer for committee projects when available

Provide Ongoing Communication

- Respond in a timely manner to all WTC communications
- Provide articles or topic suggestions for the Wheelchair Tennis Newsletter

Attend Meetings

- Participate in all meetings and conference calls

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Qualification Requirements

- Experience within the Provincial sport
- Proven written and oral communication skills
- Ability to work as a team
- Proven partnership building results

Resource Development Representative

Job Description

Manage the Strategic Plan Objectives

- Monitor the progress of objectives
- Collaborate with the Manager in the implementation of the objectives

Act as a Liaison

- Be a liaison between the WTC and Tennis Canada fundraising staff

Research Funding Opportunities

Develop Marketing and Fundraising Strategies

Assist with Ad Hoc Committees

- Volunteer for committee projects when available

Provide Ongoing Communication

- Respond in a timely manner to all WTC communications
- Provide articles or topic suggestions for the Wheelchair Tennis Newsletter

Attend Meetings

- Participate in all meetings and conference calls

Qualification Requirements

- Current marketing and fundraising experience preferably with some awareness of the disabled sport community
- Proven written and oral communication skills
- Ability to work as a team
- Proven marketing and fundraising results

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Athlete Representative

Job Description

Provide Leadership

- Provide leadership to the athletes through effective communication and discussion on an ongoing basis
- Speak or assist with presentations at various events

Be a voice for the athletes

- Present athletes issues and solutions to the WTC
- Solicit feedback from the athletes via an evaluation form on a quarterly basis
- Provide athletes with accurate information as to the decision making process of the WTC and Tennis Canada

Organize Annual Player Meeting

- Determine format and topics in conjunction with Manager
- Attend and facilitate the meeting
- Provide summary of the meeting

Assist with Ad Hoc Committees

- Volunteer for committee projects when available

Provide Ongoing Communication

- Respond in a timely manner to all WTC communications
- Provide articles or topic suggestions for the Wheelchair Tennis Newsletter

Attend Meetings

- Participate in all meetings and conference calls

Qualification Requirements

- Current or former National Team or Development Team member
- Proven written and oral communication skills
- Ability to work as a team

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Chairperson

Job Description

Provide leadership to the WTC

- Provide leadership to the committee through effective and ongoing communication
- Assist in the development of the WTC vision and goals
- Ensure sub-committees are functioning and productive
- Be available to discuss concerns and solutions with players, coaches, WTC members or interested parties
- Be an ex-officio member on sub-committees as required
- Assist in appointment and training of Vice-Chair

Be an Active Member of the High Performance Committee

- Assist with all National Team Program and System Development selection and funding recommendations

Organize and Chair conference calls and annual meetings

- Chair the Annual Meeting once per year
- Chair 2 conference call meetings per year
- Determine agendas in consultations with the Manager

Attend Player Meeting

Assist Manager on Related Projects

Qualification Requirements

- Excellent leadership skills
- Proven written and oral communication skills
- Ability to work as a team
- Comprehensive understanding of wheelchair sport system
- Proven meeting and people management skills

Past Chairperson

Job Description

Assist New Chairperson

- Provide leadership and guidance to the incoming Chairperson

Act as Resource for WTC

- Provide relevant historical and background information for the committee



Assist with Ad Hoc Committees

- Volunteer for committee projects when available

Provide Ongoing Communication

- Respond in a timely manner to all WTC communications
- Provide articles or topic suggestions for the Wheelchair Tennis Newsletter

Attend Meetings

- Participate in all meetings and conference calls

Qualification Requirements

- Past Chairperson
- Proven written and oral communication skills
- Ability to work as a team

Tennis Canada Wheelchair Manager

Job Description Relating to the WTC

Act as Liaison

- Be the liaison between Tennis Canada and the WTC
- Provide committee recommendations to Tennis Canada for consideration

Be an Active Member of the High Performance Committee

Assist Chairperson

- Assist Chairperson with the organization of all meetings and conference calls

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