CRESCENT BEACH SWIMMING CLUB
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October 2026

To: **2027 Tennis Coach Applicants**
From: **Tennis Hiring Committee**

Thank you for your interest in becoming a CBSC Tennis Coach for the summer of 2027.

This is the information you need to apply. Please make note of the important dates. We will not be sending reminders.

1) **Tennis Coach positions require a commitment to the full eight-week season, from Friday, July 2 to Saturday, August 28, 2027. If circumstances arise that may affect your ability to fulfill this commitment, you must notify us as soon as possible.**

   We recognize that some situations may require time off. However, these requests will be considered exceptions and reviewed on a case-by-case basis, taking into account the circumstances and the needs of the tennis program. Approval is not guaranteed.

2) **Applicants should be prepared to be available on weekdays, weeknights and weekends.** CBSC Coach positions also require participation in a variety of fun events and tournaments.

3) **Applicants are required to complete their Tennis Canada Instructors Certification and Standard First Aid by Friday July 2, 2027**.

4) **Applications are required to be sent by email to tennishiring@cbswimclub.ca by end-of-day on Friday January 15, 2027.**

Details regarding the application and hiring process are below.

We will be contacting applicants to arrange interviews after January 15, 2027.

Thank you,
Tennis Hiring Committee

Application Requirements:

Applications should include both a Resume and Cover Letter.

Information to include:

- Contact information: Mailing address, cell phone number & email address
- Date of birth
- Date your Standard First Aid and Instructor Certification were completed
- A description of your past experience at CBSC including, the number of years as a Leader and/or Coach and what other events and activities you participated in
- An explanation of your tennis experience and level of play
- An explanation as to why you would make a great CBSC tennis coach

NOTE: All communication prior to Friday, July 3 2027 will be done via the email address you provide in your Resume. There is an expectation that you check the email regularly for important information and updates prior to employment.

Hiring Process:

Your application will be considered by the Tennis Hiring Committee primarily based on the following criteria:

1. Qualifications/Certifications
2. 2026 Coach or Leader evaluation
3. Past involvement with CBSC with preference given to applicants with greater participation.
4. Tennis experience (CBSC and related) and level of play

We are looking for energetic individuals who are reliable, hard-working, display a growth mindset, are skilled at teaching tennis and demonstrate an ability to keep children engaged in a fun, inclusive and safe environment. CBSC Coaches should display positive role model behaviour at all times and contribute to a supportive and collaborative work environment.

** Coaches who are 16 years and older before Friday July 3, 2027, will be required to complete a criminal record check. This is standard procedure. ***

Application deadline: end-of-day Friday January 15, 2027