



Position: Head of Tennis

PRE-REQUISITES:

- Age Requirement 21+
- Ability to commit to contract dates to be determined but will include Leadership Training, Orientation and The 7- Week Camp Season.
- Contract dates may also include Week at Arcadia, Family Camp, Early Camp and Closing Work Crew as determined.
- Experience with tennis skills, scoring and organizing and participating in tournaments
- Experience managing a staff
- Experience working with children with preference given to those you have taught children
- Hard- working, flexible, organized, and patient

JOB DESCRIPTION:

Essential Job Functions

- Attend and participate in a pre-camp training program,
- Provide care and supervision for all campers,
- Live and eat with campers (males do not live with campers)
- Teach one or more camp activities to campers
- Participate in and/or run assigned Camp programs and such other tasks as assigned by the Camp for the operation of its camp program
- Live in a rustic outdoor youth camp setting.

Head of Tennis

- Manages and runs all aspects of the Tennis department
- Teaches beginner through advanced tennis skills to campers aged 7-17 years old. Occasionally there may be a responsibility to teach younger children. Please see Levels for the skills that will be taught
- Responsible for observing and evaluating a tennis staff of 2 counselors
- Teaching ratio is 1:10 campers

Lodge Counselor (female) (see attached for more detail)

- Lives in a cabin with 1-2 other counselors and is responsible for campers.
- Plans, participates and interacts with campers in a variety of activities in the cabin
- Participates in unit activities and unit duties

Non-Lodge (male) (see attached for more detail)

- Male Counselors do not live with campers
- Non-lodge counselors have additional responsibilities and duties around camp



RESPONSIBILITIES:

- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper level achievements in Tennis
- Record daily camper attendance
- Manage 4 one hour activity periods (Monday through Saturday) during which lessons will be taught to campers
- Observe staff teaching skills and evaluate job performance of all staff members
- Organize a tennis demonstrations for Parent Visiting Weekend in July
- Schedule and run intra and inter camp tennis tournaments
- Prepare campers and staff for competition
- Complete a final written Activity report and any other paperwork as required

STAFF TRAINING:

Staff training is ongoing throughout the summer at Arcadia. All Department Heads will:

- Attend a Leadership Training workshop with other department heads. This training will be led by our Administrative staff and will focus on your leadership role in your activity department and at Camp in general.
- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies and set – up your activity.
- Attend weekly Department Head meetings. Share and utilize this information while running your department
- Meet on a regular basis with your Activity Coordinator to review teaching techniques, assess successes and failures, and evaluate all aspects of your department

COMPENSATION PACKAGE:

Our compensation package is based on education, experience and length of contract. It includes:

- Salary based on the number of weeks you are contracted
- Travel allowance (non-taxable) provided at the end of your contract
- Room and Board for the duration of your contract