



## CITY OF DES PERES JOB DESCRIPTION

<b>Job Title:</b>	<b>Tennis Instructor / Private Tennis Lesson Instructor (Fall/Spring/Summer)</b>
<b>Department:</b>	<b>Parks and Recreation</b>
<b>Reports To:</b>	<b>Parks &amp; Recreation Manager</b>
<b>Pay Range:</b>	<b>\$20.00 - \$35.00 per hour DOQ (not to exceed 29 hours per week)</b>
<b>Availability:</b>	<b>Tuesday &amp; Thursday, 4 – 9 p.m. Youth &amp; Adult Tennis Lessons (April – October) Monday - Friday, 8 – 11:30 a.m. Youth Tennis Camp (5 Camps during Summer)</b>

### Summary

This Spring/Summer/Fall Tennis instructor position is responsible for assisting in teaching and providing a fun atmosphere for participants in a variety of tennis programs that include Youth & Adult Lessons, and five tennis camps coordinated by the Parks and Recreation Department on the hours listed above. A high level of independent judgment is necessary to be an instructor. Instructors are under the direction of the Parks & Recreation Manager. Instructing is an area of expertise which requires knowledge of the game and strategy of sports in order to provide each participant with a positive outcome from the clinic. All instructors display self-confidence and a professional attitude/dress while instructing. This position also has the possibility of conducting Private Tennis Lessons at a rate of \$25.00 - \$35.00 per hour. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

**Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Arrive 15 minutes prior to clinic time to check the equipment and playing court condition.
- Be neat and wear your staff shirt and have a whistle at all times. The outfit will consist of a staff polo, athletic shorts or pants, and tennis shoes.
- Meet with tennis aides/pros before the start of the clinic to clarify responsibilities and drills for the day.
- Be positive and full of energy – kids and adults will respond better if you make the clinic fun for them. This will make your job easier.
- Appear confident in your decisions; parents will notice indecisiveness and begin to question all decisions.
- Attend staff meetings as requested by the Parks & Recreation Manager.
- Notify the Parks & Recreation Manager and Supervisor on Duty as soon as possible if unable to work due to illness or emergency.
- NEVER leave during your scheduled shift until you have informed the Supervisor on Duty or Parks & Recreation Manager.
- Constantly updates oneself on new information and changes occurring throughout the department.
- Utilize resources and problem solving skills.
- Maintain a clean and safe environment by monitoring the field constantly and addressing any safety or cleanliness issues immediately.
- Act in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Enforcement of tennis court policies and City rules and regulations.
- Report problems, suggestions, or equipment issues immediately to the direct supervisor.
- Fill out timesheets correctly and in a timely manner.

### **Education and Experience Required**

A high school diploma or seeking a high school diploma and some college is preferred. One year related work experience is preferred. Knowledge of how USTA Jr. Tennis Tournaments work is preferred. American Red Cross CPR and First Aid certification preferred.

### **Knowledge, Skills and Abilities**

Knowledge of

- Basic fundamental skills of the sport of tennis
- Rules of Play standard to the game of tennis
- Clerical practices and standards

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- See play with sufficient clarity to make accurate decisions
- View and understand any films and training given on officiating
- Repeatedly and quickly traverse the court to monitor play
- Exercise independent judgment within the limits of the position
- Work week day mornings, afternoons and evenings on Tuesday and Thursdays.
- Establish and maintain effective, harmonious, cooperative, and productive working relationships with other participants including instructors, players, supervisors, and other employees of the Parks and Recreation Department

### **Language and Mathematical Skills**

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals.

**Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

### **Work Environment**

The outdoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.