



## JOB DESCRIPTION

**POSITION TITLE:** Tennis Instructor

**DEPARTMENT:** Parks, Recreation & Forestry

**REPORTS TO:** Director of Parks, Recreation & Forestry

**FLSA CATEGORY:** Non-Exempt

**EMPLOYMENT CLASSIFICATION:** Seasonal

**PAY TYPE:** Hourly – Seasonal Pay Scale

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## POSITION SUMMARY

This is a part-time seasonal position with employment during the summer months. The Tennis Instructor reports to the Director of Parks, Recreation and Forestry and is primarily responsible for planning, organizing and implementing tennis lessons for youth.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes and implements tennis lessons for students aged 3 – 17 years old.
- Sets up and takes down equipment.
- Serves as liaison between participants and Parks, Recreation and Forestry Department.
- Develops lesson plans.
- Maintains inventory of equipment and reports damage.
- Actively participates in activities and demonstrations.
- Supervises participants and maintains a safe learning environment.
- Takes attendance daily.
- Instruction and participation in tennis lessons.
- Supervision of children.
- Preparation of tennis equipment.

## ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

### *Knowledge of*

- Principles and skills of the game of tennis.
- Instruction and teaching techniques.
- Child and participant supervision.

*Ability to*

- Establish and maintain effective working relationships with fellow staff members and the public in a courteous and tactful manner.
- Effectively carry out oral and written instructions.
- Effectively supervise and maintain control of participants.
- Work with limited supervision.

**REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- Must be at least sixteen years of age.
- Must have a strong background in tennis. Teaching experience is preferred.
- Valid Wisconsin Driver's License.
- CPR Certification is preferred.

**PHYSICAL DEMANDS**

- This position is performed in an outdoor setting, possibly in adverse weather conditions.
- Requires the ability to exert physical effort, typically involving standing, walking, running, stooping, crouching and other activities related to the game of tennis.

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*The Town of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*

*Town Board Approval: September 24, 2018*