



CLASSIFICATION DESCRIPTION

TITLE: Tennis Instructor (SEASONAL)

GENERAL DESCRIPTION OF DUTIES

Under general supervision of the tennis professional, the purpose of the position is to provide Tennis instruction at the City's public Tennis facilities. Responsible for assigned tennis activities that may include tennis instruction, social activities, intra-club leagues, GVTL teams and special events.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Ensure the safety and satisfaction of the patrons/parents.
- Develop curriculums for tennis instruction and submit lesson plans to Tennis Professional as required.
- Maintain required documentation to include regarding lessons, attendance, payments, etc. in accordance with established standards. Provide clear communication between departments, our customers and any facilities under the scope of the Instructor responsible locations.
- Promote programs and disseminate information concerning COPC - TC and its program offerings.
- Oversee, teach, instruct and provide direction to participants in assigned programs.
- Transport equipment, review participants, assess skills and perform other duties related to tennis instruction.
- As needed, provide and receive feedback from members/parents regarding program evaluation and where needed, respond to suggestions for improvement while maintaining program goals, objectives and standards.
- Demonstrate the ability to teach and train individuals of all ages and physical abilities.
- Perform other related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by two (2) years instruction experience, and a demonstrated ability to perform the administrative support and coordinating requirements of the position; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain current CPR and First Aid Certifications.

Must possess and maintain AED for the Professional.

Must possess and maintain a valid Florida Driver's License.

Program and Lesson Certification, USPTA preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Ability to effectively lead a staff comprised of entry-level patrons engaged in carrying out tennis functions.
- Knowledge of current principles and practices of Tennis and instruction work.
- Skill in safe First Aid methods, procedures and practices.
- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with frantic individuals; ability to react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing, walking and/or swimming.
- Emergency tasks and training involve the performance of physically demanding work, which may involve some combination of running, climbing or swimming, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).

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