



CLASSIFICATION DESCRIPTION

TITLE: TENNIS SUPERVISOR

JOB CODE: 14 (Exempt)

GENERAL DESCRIPTION OF DUTIES

The Tennis Supervisor is responsible for develop, lead, instruct, and evaluate tennis class and lesson programs. Responsibilities include preparing and coordinating the master schedule; staffing specific programs, including the recruitment of instructors and officials; and overseeing Associate Tennis Pros, part time staff, and volunteers. Incumbents also perform administrative duties, such as compiling data, preparing reports, and soliciting bids.

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.

- Assists in the budget preparation, prepares cost estimates for budget recommendation, and submits justification; performs administrative duties, such as compiling data, preparing reports, and soliciting bids; provides customer service support to Department
- Assists in the coordination, promotion, and implementation of recreational activities, such as special events, senior citizen services, instructional classes, professional sports activities, special needs programs, adult or youth programs, aquatic programs, and cultural programs; assists with managing tournaments and special events
- Coordinates logistics and facility operations related to programs and events; communicates problems and/or concerns regarding recreational facilities, activities, and/or participants to immediate supervisor
- Enforces City policies, procedures, rules, and regulations; behaves professionally and is a positive role model
- Ensures proper maintenance of recreational facilities and equipment to provide a safe and sanitary environment; notifies immediate supervisor of any problems and/or concerns
- Implements and develops curriculum for tennis facility and Associate Tennis Pros; meets the instructional needs of all participants in class, fostering a fun learning environment
- Participates in the selection, training, motivation, and evaluation of part-time staff and volunteers
- Plans, coordinates, organizes, and supervises the activities of a specialized activity or program; oversees program instructors, event staff, and/or related personnel; ensures appropriate equipment and materials are available for the successful operations of assigned program
- Represents the Department to public and outside groups, organizations, and agencies; responds to a wide variety of questions, comments, and/or concerns; resolves related complaints
- Schedules and assigns teaching responsibilities to Associate Tennis Pros; serves as a lead to staff, including assigning and monitoring work and providing direction
- Stays abreast of developments in the recreation field and incorporates into programs as appropriate

- Teaches private and group lessons, classes, and clinics for all populations
- Performs the essential functions as described in the physical demands and work environment sections below
- Maintains regular attendance and punctuality

- Other duties as assigned

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM TRAINING AND EXPERIENCE:

High school diploma or GED, supplemented by two (2) years experience within a similar recreational or educational environment or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Tennis Professional Certification by USPTA Preferred,
Must possess and maintain a valid Florida Driver’s License.

Must have First Aid/CPR & AED Certification or the ability to obtain within six months from start date.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the methods, policies and procedures of the City as such pertain to the performance of the essential duties of the Head Tennis Professional.
- Has considerable knowledge of the principles and practices of providing coordination, scheduling and management of a tennis facility, to include the provisions of tennis lessons in a group or individual context.
- Has considerable knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position.
- Has considerable knowledge of the organization of the City and its departments and agencies.
- Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work.
- Has considerable knowledge of terminology and related professional languages used within the Department as such pertain to work responsibilities.
- Knows how to maintain cooperative and effective relationships with intra- and inter-departmental personnel, as well as any external entities with which position interacts.
- Maintains high standards of accuracy in exercising duties and responsibilities.
- Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

- Maintains high quality communication and interaction with internal and external entities with which the position interacts.
- Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives.
- Identifies or assists in identifying alternative solutions to issues or situations.
- Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors.
- Demonstrates the ability to teach and train individuals of all ages and physical abilities
- Seeks expert or experienced advisement where appropriate and researches issues, situations and alternatives before exercising judgment.
- Demonstrates high moral standards.
- Demonstrates the ability to communicate with the public in a manner that reflects highly upon the City.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 20-150 - pounds.
- While performing the essential functions of this position there is potential for exposure to fumes or airborne particles, toxic or caustic substances, outside weather conditions, excessive noise, and dampness/humidity.

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.