



Position Title: Jr. Team Tennis Instructor

Date: January 2012

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor-Youth and Family

Primary Objective of Position:

Under the direct supervision of the Recreation Supervisor and Tennis Coordinator, Instructors will manage and instruct a Jr. Tennis Team. Age range of participants may include age 10-18. Teams will meet at Valley View, Dred Scott and Jefferson Tennis Courts and travel to off- site matches on set days.

Examples of Duties:

1. Provide daily instruction, drills, games, skills and matches as related to the USTA Jr. Team Tennis program.
2. Ensure that program location is safe for all program participants.
3. Encourage social interactions between and among all participants.
4. Prepares and coaches and attends weekly matches on set match days.
5. Attend and participate in all staff training and meetings.
6. Problem solve by using other staff, parents supervisors, the media, and community agencies as resources.
7. Fills out weekly attendance reports and written post-season evaluation of program and recommendations for next season
8. Prepares all reports required on participants, incidents and property damage. Turns all documentation into Spectrum Coordinator on a daily basis.
9. Provides support as needed for all participants and staff to create an inclusive environment onsite.
10. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
11. Develops and maintains professional relationships with staff and supervisor.
12. Follows staff policies and procedures.
13. Ensures that all participants follow the established policies and procedures.
14. Provide a safe, fun and appropriate experience for all participants.
15. Completes all other duties as assigned by Recreation Supervisor and Tennis Coordinator.

Minimum Qualifications

1. Must be 16 years of age or older.
2. Must be available the entire season from June 18-July 27, 2012 as well as all training dates.
3. Must successfully pass a Criminal Background Check.

4. Must have a strong tennis experience, skills and background.
5. Must have experience working with children.

Desirable Qualifications:

1. Experience coaching or teaching youth in a tennis setting.
2. High school diploma and some post-secondary course work preferred. High school students with significant experience may be eligible
3. Experience working in community recreation or education programs, specifically designed for youth.
4. A belief all youth should be able to participate fully in community recreation.
5. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
6. Patience and reliability

Supplemental Information:

USTA Jr. Team Tennis program runs June 18 through July 26 (No programming July 2-6), Monday-Thursday. The following ages, levels and locations are offered for the upcoming summer. Individual teams will be divided into approximately 12 participants but may practice with other teams as set by the Tennis Coordinator. Staff trainings occur during the week of June 11th, some training dates may occur prior to this date.

Who	Divisions	When	Practice Site	Class Size	Match Day
Boys & Girls Ages 15-18	Intermediate (3.0 & Below)	1:00-3:00 p.m.	Jefferson/Ol son	Min: 10 Max: 60	Thursday
Boys & Girls Ages 13-14	Intermediate (3.0 & Below)	1:00-3:00 p.m.	Valley View	Min: 10 Max 30	Tuesday
Boys & Girls Ages 10-12	Novice	3:30-5:30 p.m.	Valley View	Min: 10 Max 30	Wednesday
Boys and Girls Ages 15-18	Advanced (3.5 & Above)	1:00-3:00 p.m.	Jefferson/Ol son	Min: 10 Max: 30	Thursday