Tuscaloosa County Park and Recreation Authority
Job Description

Job Title: Tennis Instructor
Division: Center Court Tuscaloosa
Reports To: Director of Tennis
FLSA Status: Non-Exempt, Part Time
Job Level: Part-Time Pay Level 42 - $19.95 (min) - $23.95 (max)
Prepared By: Mike Goldammer
Prepared Date: July 28, 2018

SUMMARY:
Assist Center Court Tuscaloosa (CCT) Director of Tennis, Head Tennis Professional, tennis professionals and other tennis instructors as needed both on and off the tennis courts. This position will lead or assist other tennis professionals with clinics, lessons (both group and private), drills, events and workshops. They will be able to demonstrate tennis skills and follow assigned curriculum as outlined by the CCT Director of Tennis or Head Tennis Professional. This position will be assigned to lead or assist classes as small as one and as large as 12, and will provide direction and motivation while maintaining order.

ESSENTIAL FUNCTIONS:
- Complete understanding of tennis.
- Ability to explain and demonstrate tennis technique, skills and drills.
- Ability to manage drills and games within a specific time period.
- Ability to hand feed and racquet feed.
- Ability to rally and execute point play at a reasonably high level.
- Ability to monitor and make adjustments to drills so participants can progress in their development.
- Ability to relate and interact with children and adults.
- Ability to demonstrate and be a positive role model as well as provide discipline when necessary.
- Ability to follow instructions from the Director of Tennis, Head Tennis Professional or other tennis professionals.
- Follow safety guidelines and protocols.
- Ability to set up and break down court equipment and maintain courts, both hard and clay, as needed.
- Ability to promote and support all CCT and PARA programs and services to our members, patrons and the general public.
- Demonstrate initiative, leadership and enthusiasm in maintaining the desired standards, interest and participation in the programs and services CCT offers.
- Expected to attend any meetings, events, trainings, etc. that require this position to be present.
- Adhere to all policies and procedures as established in the PARA Employee Handbook and Administrative Handbook.
- Maintain CCT tennis facility at a high level.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
Direct or supervise assistant tennis instructors while conducting group instruction necessitating more than one instructor.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE:
A high school diploma, GED or equivalent experience is required. Tennis experience and tennis teaching experience preferred. Prior experience working with children and adults a plus.

MATHEMATICAL SKILLS:
Must be able to calculate figures and amounts such as discounts, proportions, percentages and basic mathematical computations.

REASONING ABILITY:
Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

LANGUAGE SKILLS:
Must possess the ability to read, analyze, write and interpret general reports, business correspondence and procedure manuals. Must be able to effectively present information and respond to questions from supervisors, clients, customers, and the general public.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee frequently is required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally move up to 100 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the base of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

P.A.R.A. is proud to be a "Drug Free Work Place".
All employees are subject to random drug screen