

Title: Tennis Instructor
PG: 06
Status: Non-Civil Service
Position Reports to: Designated Supervisor
Department: Parks and Recreation

Class Code: 8086
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Work involves responsibility for participating in the development, coordination, and supervision of a comprehensive recreation summer tennis program for children.

ESSENTIAL FUNCTIONS:

1. Instructs children in the fundamental skills of tennis.
2. Supervises children on the tennis court.
3. Organizes and plan tennis team rosters.
4. Maintains fiscal records.
5. Officiates as required.

ADDITIONAL RESPONSIBILITIES:

1. Assist with special events.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of rules and regulations of tennis.
2. Knowledge of first aid and CPR.
3. Ability to establish and maintain effective working relationships with co-workers, other City of employees and the general public.
4. Strong tennis playing abilities.
5. Ability to mediate, troubleshoot, problem solve and diffuse potential difficulties.
6. Ability to maintain statistical and fiscal records and prepare reports.
7. Ability to arrange and coordinate schedules for league and tournament play.

WORKING ENVIRONMENT/CONDITIONS:

Requires active work that involves walking, playing tennis or standing some of the time, exerting up to 10 pounds of force on a recurring basis.

The job risks exposure to significant environmental hazards, blood borne pathogens, human waste, extreme temperatures outside activities-heat, and bright/dim light.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Minimum of some High school education at least 16 years of age.
2. An equivalent combination of education and experience that is determined to be directly related to the specific forgoing requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida Driver's License.
2. Must maintain a valid home telephone number.
3. Must maintain first aid and CPR certification.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.