



Position Title: Tennis Instructor
Department/Location: Recreation Department
Reports to: Tennis Coordinator
Supervises: N/A

Position Summary: Under the supervision of the Tennis Coordinator, primary function of this position is to instruct summer tennis programming for a variety of ages (4yr old to adult) and ability levels (beginner to advance). Staff provides the best possible program experience for our participants and the community.

Qualifications:

- Preferably 15 years of age or older
- Knowledge of and experience with recreational programming best practices
- Ability to read, comprehend, follow, and give oral and written instructions
- Prior experience instructing tennis/youth sports is preferred.
- Strong tennis background is required, previous tennis teaching or High School varsity level play is preferred.
- Excellent communication skills, both verbally and in writing
- Capability to work with limited daily supervision and to make accurate, rapid, independent decisions
- Excellent organizational skills
- High level of maturity
- Strong degree of self-direction and motivation
- Ability to use tact and diplomacy in dealing with others.
- Must be able to work cooperatively with other program staff, participants and general public.
- Ability to interpret rules and regulations, lesson plans, Department protocol, and enforce policy firmly and fairly.
- Strength to work effectively in a team environment
- Competence to multitask and meet deadlines

Essential Job Functions:

- Instructs a variety of summer tennis programs during our 8 week summer programming.
- Assist participants in developing and improving various tennis skills.
- Assessing participant's tennis skills to determine areas of need for improvement.
- Provide a secure and productive learning environment for participants.
- Lesson planning or following lesson plans
- Observes during lessons and drills to detect and correct mistakes.
- Able to explain and demonstrate principles, techniques and methods about the sport of tennis.
- Onsite contract for customer service, parent questions, equipment issues, and cancellations.



- Confronts inappropriate behavior, documents incidents, and refers policy violators as needed.
- Maintain and submit all required paperwork to the Tennis Coordinator.
- Convey program and equipment needs to the Tennis Coordinator.
- Be prepared to react to an emergency situation.
- Find substitutes for classes when not available.
- Sets up, cleans up, and moves equipment for lessons.
- Attend all staff meetings and trainings.

Essential Physical/Mental Requirements:

- Ability to work both inside and outside environmental conditions.
- Ability to work around and with chemicals, dust, fumes and loud noises.
- Physical agility to maintain mobility when traveling on trips.
- Subject to modified/flexible work schedule.
- Ability to lift and move up to 25 pounds.
- Ability to use assistance, mechanical or team lift, for material over 25 pounds.

Physical Requirements:

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed