

## BREWSTER REC TENNIS DIRECTOR

RESPONSIBLE TO: Recreation Director

PAY SCALE: \$20-\$25

SUPERVISED BY: Assistant Recreation Director for daily activities and for Overall job performance of self and staff assigned.

RESPONSIBILITIES: Coordinate the training supervision and development of staff, planning and implementation of all program components, communication with parents and community, facility upkeep, equipment purchases and upkeep and liaison with Recreation Department. Develop seasonal goals and objectives.

DUTIES:

- \* Responsible for coordination of activities and Following through of all planned activities.
- \* Coordination of program planning and tournament events.
- \* Be available as resource person for other instructors.
- \* Maintain an accountability system for equipment and supplies.
- \* Maintains a high level of safety and structure within the program.
- \* Plans and implements components of the staff training.
- \* Keeps organized records of class assignments and activities.
- \* Direct a municipal tournament.
- \* Create and implement a supervised play segment for youth and adult participants.
- \* Supervise and evaluate staff mid season and institute an exit interview.
- \* Maintain weekly payroll records and deliver weekly paychecks.
- \* Coordinate requests for program money expenditures through Recreation Director.
- \* Report physical facility hazards in a timely manner to Assistant Recreation Director or DPW for corrective Action.
- \* Assist the Recreation director in all other duties assigned.

### MINIMUM QUALIFICATIONS:

Education: Over one year and up to three years experience in tennis instruction, community recreation, or education in supervisory position.

### PHYSICAL REQUIREMENTS:

Moderate physical effort required for work performed in the field. Required to spend several hours standing, walking, reaching arms and light lifting under 50 lbs. Position requires ability to operate motor vehicle.

