

BREWSTER REC TENNIS INSTRUCTOR

RESPONSIBLE TO: Assistant Recreation Director

PAY SCALE: \$18-\$21 hr

SUPERVISED BY: Tennis Director for daily activities and overall job performance

RESPONSIBILITIES: Implement the daily lessons of the tennis instructional program under the guidance and direction of the Tennis Director, communication with students and parents and always assure safety on courts. Assure adherence with established goals and objectives.

Duties:

- Be aware of your enormous influence on the students in your charge and strive to model the highest ethical and moral conduct.
- Promote the lifetime sport of tennis, not just the competitive aspect.
- Assist all students in developing to their full potential.
- Maintain a high level of safety and structure within the program.
- Keep organized records of class assignments and track students' achievements.
- Maintain an accountability system for equipment and supplies.
- Complete incident/accident reports in the First Aid Log and immediately report such occurrences to Recreation Director.
- Build and maintain students' spirits and morale.
- Supervise and evaluate students at end of each session.
- Coordinate requests for program money expenditures through Tennis Director.
- Report physical facility hazards in a timely manner to Tennis Director for corrective action.
- Turn in a written self-evaluation and program evaluation on the last day of your employment to the Tennis Director.
- Assist the Recreation Director in all other duties assigned.

MINIMUM QUALIFICATIONS:

Education: Over one year and up to three years experience in an instructional tennis program as an instructor.

PHYSICAL REQUIREMENTS:

Moderate physical effort required for work performed in the field. Required to spend several hours standing, walking, reaching arms and lifting under 50lbs.