



The City Beautiful

City of Coral Gables Job Description

Job Title: Tennis Instructor
Department: Parks and Recreation
Classification: Part Time/Temporary
Pay rate: \$15.00-\$20.00
FLSA: Non-Exempt

Prepared Date: 05/08
Approved By:
Approved By:

Summary

The purpose of this position is to direct the summer camp clinics at the City of Coral Gables Tennis Centers. Individual will be responsible to enforce rules and regulations of the City of Coral Gables and the Coral Gables Parks and Recreation Department. Position reports to the Parks and Recreation Director or designee and will exercise limited independent judgment. Position requires a large amount of contact with camp participants and policy enforcement.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Plans and implements daily tennis programs and clinics maintaining appropriate participant ratios; prepares activity logs.

Communicates tennis center rules, regulations, policies and practices to the general public.

Observe, enforce and comply with all policies, rules, regulations, laws and ordinances of the facility, the department and the City of Coral Gables.

Ensure that all safety precautions are observed and followed.

Maintains order and discipline of program participants.

Reports incidents or participant accidents immediately to supervisor.

Responds to routine requests for information from participants and/or the general public.

Attends staff meetings as required.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Ability to work effectively, compassionately and creatively with program participants. Ability to lead and conduct recreational activities. Ability to work within a team environment giving direction when needed and following the direction of others as required. Ability to work different hours/days as required.

Ability to understand and follow oral and written instructions. Ability to express ideas and directions clearly and accurately. Ability to resolve disciplinary problems. Ability to establish and maintain effective working relationships with the general public, co-workers, parents, participants and supervisors.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, tools or controls, read and write English. Physical capability to effectively use and operate various items of equipment; such as but not limited to a personal computer, calculator, copy machine and fax machine.

Work is mainly performed outdoors. Exposure to extreme temperatures, extreme sunlight, noise, heights, dirt and dust. Work may be performed on uneven surfaces. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must have the physical ability to stoop, bend, kneel, crouch, walk, sit and reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High School diploma or equivalent required.

Three (3) months of teaching experience preferred.

General interest or academic study in parks and recreation, education or related field a plus.