

CITY OF HAINES CITY

JOB DESCRIPTION

DEPARTMENT: PARKS & RECREATION

REPORTS TO: RECREATION SUPERVISOR

RECREATION PROGRAM INSTRUCTOR

GENERAL DESCRIPTION:

The purpose of the position is to assist in all facets of developing, promoting, and coordinating comprehensive tennis programs and facility operations for the City's public tennis facilities. Coordination and implementation of programming of tennis programs and facility maintenance and inspection. Assistance in organizing, scheduling, development and implementation of tennis programs for groups and individuals of all ages, abilities, and skill levels including competent tennis instruction. Clerical abilities will be necessary for extensive lesson planning, reports, league coordination and program plans. Accounting, public relations and marketing activities will range from routine to moderately complex in nature.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

Enthusiastically promotes the game of tennis to ensure broad-based member participation.

Assist in the scheduling, coordination and implementation of programs at the City public tennis courts.

Performs and assists in planning, scheduling, coordinating, promoting, and directing /implementing assigned programs and activities.

Provides competent tennis instruction in both private and group forums for adults and children.

Conducts thorough assessment of community needs and compares to facility program goals, to ensure tennis community's needs and interests are met.

Responsible for directing volunteers, fundraising, preparing marketing flyers, setting up special events etc.

Assists the general public with complaints and concerns.

Enforces rules and regulations at the Tennis Center.

Open and closes facilities.

Ensures that all equipment is maintained in a satisfactory manner.

Performs administrative tasks such as taking reservations, collecting fees, renting equipment and scheduling of facilities.

Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES, SKILLS:

Ability to deal tactfully and courteously with tennis patrons and the public. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to evaluate information and assess data using established criteria. Ability to use discretion in determining alternatives. Ability to function in a supervisory capacity for a group of workers. Ability to make decisions on procedural and technical levels. Thorough knowledge of tennis rules, equipment and methods of play. Thorough knowledge of the proper methods used in the operation of a public tennis facility. Knowledge of racquet stringing and tournament administration necessary.

TRAINING AND EXPERIENCE:

High School Diploma or GED required. Associates or Bachelor's degree in Business Administration, Recreation Management or related field preferred. Professional I certification by USPTA supplemented by a minimum of four (4) years experience with tennis programs and facility operations required.

Valid Florida driver's license required.

July 2008