



Junior Tennis Coordinator (PT IMRF)

St. Charles Park District

Contact Name: Bill Dahm

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Closing Date:

Salary: \$16-22 hourly DOQ, Private & Group Lesson Rates DOQ

Description:

Job Summary – About the Role

Deliver high quality recreation services for residents, visitors and the St. Charles community by adhering to the District's safety and administrative policies and procedures.

Knowledge, Skills & Experience

This position is well suited for someone with a pleasant personality. Work record that shows reliability, initiative, tact and productivity. High proficiency in tennis equipment and instruction. The Junior Tennis Coordinator must have excellent oral and written communication skills, good internal and external customer service skills and excellent planning, organizational and problem-solving skills.

Need to Have: High school diploma or equivalent, professional certification strongly preferred (USTA QuickStart Tennis Workshop or USPTR Kids workshop). Recreation/fitness industry experience preferred including 1 year previous experience working in a junior tennis program and instructing junior tennis players. Minimum of Division 3 or NAIA collegiate player or a 4.0 NTRP rating. Maintain Mandated Reporter and First Aid/CPR/AED certification or obtain certification within 30 days of hire. Must be willing to work a flexible schedule as directed, including weekend and evening hours, as needed for Tennis Programs and events.

Essential Functions of the Position

Park District Cornerstones

- Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park District's safety and risk management program.
- Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other agencies or organizations as delegated.
- Recommends improvements and efficiencies to better accomplish individual and district goals in the best interests of the St. Charles Park District community.
- Comply with park district policies and administrative procedures.

Responsibilities

Under the supervision of the Superintendent of Recreation, the Assistant Superintendent of Recreation – Norris Recreation Center, and the Tennis Pro Supervisor, the Junior Tennis Coordinator

shall complete all assigned duties to the best of their abilities, offering suggestions of better ways to accomplish jobs and be ever mindful of the best interests of the St. Charles Park District and of fellow employees. This position requires extensive knowledge and ability to:

- Work cooperatively and harmoniously with the general public, cooperating agencies and fellow employees.
- Provide information and assistance to fellow employees.
- Maintain professional attitude and appearance.
- Demonstrate safe work habits through the use of the established safety program guidelines including maintaining First Aid, CPR and AED certifications.
- Represent the district positively and ethically to members, guests and employees.
- Develop and design group tennis programs during the indoor and outdoor season to enhance and add to the quality of junior group programming.
- Facilitate and act as primary lead at all junior tennis programs assigned by the Tennis Pro Supervisor.
- Manage and lead the summer junior tennis program by ensuring all programs are properly staffed and safely run.
- Ensure that the participants (including student guardians) are informed about current and upcoming programs for all seasons.
- Maintain a log of student/instructor ratios to be reported to the Tennis Pro Supervisor.
- Be prepared in advance for private and group junior tennis lessons as well as junior tennis programs.
- Maintain orderly tennis court environment including thorough ball pick-up and cart/equipment organization.
- Instructs junior group and private tennis lessons including instruction in sport rules, game strategies and performance principals.
- Monitor use of equipment to ensure safe and proper use and assist with equipment maintenance.
- Provide excellent customer service to players and student guardians to ensure client satisfaction.
- Effectively and proactively communicate and document all junior tennis program-related items, such as cancellations, schedule changes, and member concerns or requests with the Tennis Pro Supervisor in a timely manner.
- Maintain consistent weekly on-site office hours, in mutual agreement with the Tennis Pro Supervisor and Assistant Superintendent of Recreation, Norris Recreation Center, to be available for members, program participants, Norris employees and tennis program instructors.
- Communicate effectively with Tennis Pro Supervisor regarding all tennis program matters including private and group junior tennis lessons, payroll items, tennis program instructor scheduling, personal work availability and instructor/student communication.
- Communicate effectively with Tennis Pro Supervisor, Assistant Superintendent of Recreation and membership service

associates regarding all matters affecting the operations at the guest services desk in regards to the junior tennis program.

- Monitor junior tennis programs on courts and provide program assistance to Assistant Tennis Pros including, but not limited to junior programs set-up and program content.
- Comply with organizational, departmental and divisional policies and procedures.

- Complete necessary forms for accidents and incidents promptly.
- Attend all employee meetings and training sessions.
- Facilitate and assist in promotional activities and facility special events as assigned.
- Schedule and maintain an average of 20-25 on-court hours and 10-15 office work hours per week as mutually agreed upon with

Tennis Pro Supervisor and Assistant Superintendent of Recreation, Norris Recreation Center.

- Willingly work over and above required daily hours, when necessary, per tennis program requirements.

Marginal Functions of the Position

- Assist with special projects and events as needed.
- Assume other responsibilities as assigned.
- Set up and take down rooms for programs and rentals.

Physical and Environmental Requirements

Position or Activity

Frequently: 46-100% of the time Occasionally: 16-45% of the time Rarely: 0-15% of the time

Sitting - Occasionally

Walking - Frequently

Climbing - Occasionally

Balancing - Frequently

Stooping/Kneeling - Frequently

Crouching - Frequently

Crawling - Rarely

Reaching - Frequently

Handling/Feeling - Frequently

Standing - Frequently

Strength: 1-40lbs and 41-50lbs at times with assistance

Requires a range of hearing and vision that allows the employee to safely complete the essential duties of the position with or without assistive devices, corrective lenses and/or glasses and/or a reasonable accommodation.

EEO Statement and Accommodations

The St Charles Park District is an equal opportunity employer under all state and federal laws and regulations. The job responsibilities are subject to accommodations pursuant to the Americans With Disabilities Act of 1990. If you require assistance or accommodation with the application process, please contact the Business Department at 630-584-1055.