



Tennis Instructor

Plainfield Park District

Contact Name: Brad Keene

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Closing Date:

Salary: \$20-\$25/hour DOQ

Description:

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Lessons are on Saturday's from 09/12-10/17/2026 from 9am-12pm.

Love the sound of a perfect rally? Turn your passion for tennis into a rewarding role! We're searching for a Tennis Instructor to bring energy, expertise, and fun to the court.

Part-time employees receive a free gym membership at our Prairie Athletic Recreation Center!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement progressive curriculum for the assigned lessons, incorporating lessons in safety throughout each session.
- Evaluate participant skill and interest level throughout each session. Update curriculum for lessons based on these evaluations.
- Actively lead lessons, balancing time between individual participants of different skill levels.
- Effectively break-down and demonstrate skills, constantly setting a good example for youth.
- Greet parents and youth as they arrive and ensure all students are properly signed in and out.
- Communicate with parents/guardians about daily activities and students' progress.
- Follow all Park District and program rules; communicate and enforce rules and policies to students and the public.
- Follow the schedule and rosters for lessons; variances must be weather related and approved by supervisor.
- Complete attendance reports and accident/incident reports, reporting incidents to supervisor.
- Directly supervise participants to ensure that they are on task, safe and enjoying their experience.
- Provide excellent customer service and maintain a positive public image by addressing questions and concerns from staff, patrons, participants and parents immediately. Contact and ask for assistance from manager or other Park District staff when necessary.
- Keep program supplies, equipment and facility space clean, organized and safe. Return all equipment to its proper place as specified by Park District. Report maintenance needs to manager; follow-up on status with supervisor and/or maintenance supervisor. Identify and observe equipment daily for possible maintenance needs and adjustments.
- Inventory and monitor first aid kit supplies; requisition supplies as needed.
- Attend staff meetings as scheduled.

- Wear a Plainfield Park District shirt and identification during all work hours.

Requirements

- At least 18 years of age.
- Must have at least 4 years of teaching/coaching experience in assigned sport and the ability to demonstrate and teach basic, intermediate and advanced skills (ability to teach higher level skills preferred).
- Certification in advanced Cardio Pulmonary Resuscitation (CPR) and keep certification current. The District provides this training if needed.
- Experience working with youth, especially in a recreation setting, preferred.
- College coursework in recreation, education, or related field preferred.
- Must be highly motivated and able to assume a positive and active role, even while working under potentially stressful conditions (hot or cold weather, upset or injured participants, etc.).
- Must have the ability to be firm with participants when necessary, enforce park district rules, and make sound decisions in order to secure the safety and well-being of all participants, facilities, and equipment.