

City of Concord Parks and Recreation Department

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JOB DESCRIPTION

- TITLE:** TENNIS INSTRUCTOR
- QUALIFICATIONS:** Applicants must be dependable, enjoy working with children and adults, working knowledge of rules of tennis, and have good communication and problem solving skills. Ability to work with a variety of age groups with varying abilities. Ability to teach both children and adult lessons at a beginner and intermediate level is required. Applicants must have current Infant, Child and Adult CPR and standard First Aid. All applicants 18 years of age and older will be required to pass a Criminal Background Check.
- RESPONSIBILITIES:**
- Works under the general supervision of the Recreation Supervisor.
 - Teaches a variety of classes to children and adults on a daily basis. Responsible for creating lesson plans for tennis classes.
 - Responsible for the supervision, and safety of all participants. Administers first aid and CPR when necessary
 - Responsible for daily planning and implementation of the tennis camps and lesson program. Required to wear approved city uniform while on duty.
 - Instructors are required to take daily attendance, complete accident and incident reports when necessary and inform their supervisor of any issues or concerns that may require immediate attention.
 - Responsible for carrying out departmental discipline procedures, insuring that class registration procedures are followed and that supplies and equipment are readily available.
 - Directs all suggestions from the public to their Supervisor. Strives to establish positive public relations for the Recreation Department and the City of Concord.
 - Follow and enforce department rules and regulations.
 - May be required to lift items that weigh more than 25 lbs.
 - Other responsibilities as required.
- WORK HOURS:** Must attend in-service training and staff meetings. Monday – Friday. Employee cannot work over 40 hours per week; therefore, the schedule is modified on a weekly basis to provide for evening work when necessary.