

SCTA Tennis Service Representative
Location: Northern Los Angeles/San Fernando Valley/Bakersfield

Job Summary: The Tennis Service Representative (TSR) will promote and develop USTA and SCTA tennis programs in the Northern Los Angeles/San Fernando Valley and Bakersfield areas. Representatives will call on and aid leaders in public parks, community tennis associations, schools, tennis clubs and various civic organizations.

Primary Duties:

- Learn and support the various USTA and SCTA programs and initiatives
- Develop and deliver presentations
- Run on court play days/block parties/community tennis days
- Start Kids Tennis Clubs and work growing tennis at schools in the area
- Form tennis advisory groups and support groups with local leaders
- File reports, compile data, and publicize activities as a section TSR
- Meet objectives and goals for community contacts with schools, USTA member organizations and other tennis providers, staff visits, and participation
- Other duties as assigned throughout the SCTA area

Applicant Qualifications:

- Motivated and enthusiastic self starter that can work independently to achieve goals
- Strong interpersonal and communication skills and confident public speaker
- Ability to create, compose, and edit written materials
- Maintain a professional appearance and provide a positive company image to the public
- Work requires significant local travel to current and potential clients. This requires a vehicle and the possession of a valid California driver's license
- Willingness to work a flexible schedule and occasional overnight travel
- Tennis experience is a must (avid tennis player, teaching pro, program director, team captain/coordinator, motivated oncourt tennis skills necessary)
- Community group work (such as educator, civic org, etc.) considered
- Knowledge of Word, Excel, PowerPoint and other popular computer programs
- Bachelor's degree

Note: This is a full time position located outside of the SCTA offices at UCLA, reporting to the Director of Community Tennis. Benefits offered are employer matched 401 (k) savings and non-contributory retirement plan, medical and dental insurance. SCTA will provide standard office machines and telephone/fax. Salary range starts at \$32,000. Candidate will need undergo a background check and provide references. We are looking for a person that resides in Northern Los Angeles or San Fernando Valley.

Interested candidates please email resume and cover letter to SCTATSRhire@gmail.com by Friday, September 16.

PHYSICAL AND MENTAL REQUIREMENTS

Listed below is a description of the physical and mental requirements associated with this position.

<i>Physical Activity</i>				
Activity List the number of hours spent performing the activity.	Hours Per Day			
	1-2	3-4	5-6	7-8
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	X			
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	X			
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	X			
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	X			
Crouching: Bending the body downward and forward by bending the leg and spine.	X			
Crawling: Moving about on hands and knees.	X			
Reaching: Extending hand or hands and extending arm or arms in any direction.	X			
Standing: Standing or staying on feet for sustained periods of time.	X			
Walking: Moving about on feet to accomplish tasks.	X			
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.				
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.				
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.			X	
Grasping: Applying pressure to an object with the fingers.				
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.				
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.			X	
Hearing: Perceiving the nature of sounds with or without correction or accommodation. Ability to receive detailed information through oral communication. Note – for production positions: make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.			X	
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.			X	
Twisting: Turning from right to left at the waist.				
Sitting: Particularly for long periods of time.			X	
Driving: A car, truck, forklift or other types of moving equipment.	X			
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.				

Miscellaneous Duties			
Activity List the number of hours spent performing the activity.	Hours Per Day		Description
	1-4	5-8	
Working near hazardous equipment and machinery.			
Working around moving objects or vehicles.			
Exposure to dust, gas, odor or fumes.			
Exposure to noise.			
Exposure to extreme in temperature or humidity.			
Work with heights.			
Walking on uneven or slippery ground.			
Darkness or poor lighting.			

Mental Requirements				
Activity List the number of hours spent performing the activity.	Hours Per Day			
	1-2	3-4	5-6	7-8
Perform simple and repetitive tasks: Asking simple questions or requesting assistance when needed. Performing routine, concrete, organized activities; remembering locations and work procedures. Making decisions based upon simple sensory data.		X		
Comprehend and follow instructions: Maintaining attention and concentration for necessary periods of time. Applying common sense understanding and carrying out instructions (written, oral, or diagrammatic). Adapting to situations requiring the precise attainment of set limits, tolerances, or standards.		X		
Maintain work pace appropriate to given workload: Performing activities on schedule, maintaining regular attendance, and/or being punctual within a specific tolerance. Completing a normal workday and/or workweek. Performing at a constant pace without excessive rest periods.				X
Perform complex or varied tasks: Synthesizing, coordinating, and analyzing data. Performing job requirements precise attainment of set limits, tolerances, or standards.			X	
Relate to other people beyond giving and receiving instructions: Getting along with co-workers or peers without exhibiting behavioral extremes. Performing work activities requiring negotiation, instructing, supervising, persuading, or speaking with others. Responding appropriately to criticisms from the supervisor.			X	
Effectively influence people or decisions on a consistent basis: Convincing or redirecting others. Understanding the meaning of words and using them effectively. Interacting appropriately with others.				X
Make generalizations, evaluations or decisions without immediate supervision: Recognizing potential hazards and observing appropriate precautions. Understanding and remembering detailed instructions. Making independent decisions or judgments based upon sensory data or guideline knowledge.			X	
Accept and carry out responsibility for direction, control and planning: Setting realistic goals or make plans independently of others. Negotiating, instructing, or supervising others. Responding appropriately to changes in the work setting.			X	
Answer office telephones: Communicating information to callers. Researching materials to answer caller's questions and responding pleasantly to callers.			X	

Management reserves the right to change the physical and mental requirements set forth above, which pertains to this job.