

COMMUNITY PARK DISTRICT OF LA GRANGE PARK - JOB DESCRIPTION

Job Title: Instructor – Youth Sports Tennis
Classification: Regular Part Time, Non-exempt
Department: Recreation
Salary: \$15 – 25 per hour. DOQ

SUMMARY

Under the direction and supervision of the Superintendent of Recreation, the Youth Sports Instructor is responsible for setting up, conducting, and cleaning up athletic classes. The Youth Sports Instructor acts as a representative of the Community Park District, ensuring class operates according to park district policy and standards.

Minimum Qualifications

- High School Diploma or Equivalent
- 18 years of age or older.
- CPR and AED certified within (6) months of hiring (District provided).

Preferred Qualifications

- Former tennis player at the collegiate level.
- Previous experience with tennis instruction.
- Previous experience working with children.
- Ability to plan for tennis classes, private lessons, and leagues.
- Bi-lingual preferred

IMMEDIATE SUPERVISOR

The position reports to the Superintendent of Recreation

ESSENTIAL FUNCTIONS:

- Instruct youth participants on sports skills and game play.
- Gathers and assembles necessary equipment before class begins.
- Teaches in a safe and positive manner.
- Communicates regularly with the Superintendent of Recreation on any problems or concerns toward the program.
- Required to arrive prepared and 15 minutes prior to every class.
- Completes set-up efficiently to start classes on time.
- Creates daily lesson plans to keep timely and organized class sessions.
- Reports any lost or damaged equipment to the Superintendent of Recreation
- Interacts with children, parents, and guardians in a positive and professional manner.
- Actively participate in games as necessary.
- Provide fair instruction to all participants regardless of skill level or athletic ability.
- Interacts effectively and professionally with both members of the public and internal employees for events.
- Responds to all safety and emergency situations following all required protocols and notifying necessary staff.

- Fills out appropriate accident/incident reports.
- Attends all regularly scheduled meetings or trainings.
- Work hours will be specific to sport category, as directed by Superintendent of Recreation.
- Performs other related duties and/or special projects as assigned.
- Ability to officiate games.

PHYSICAL REQUIREMENTS, ENVIRONMENTAL CONSIDERATIONS AND PROTECTIVE GEAR/CLOTHING

- Requires sitting, standing, and occasional lifting. May require lifting up to 25 lbs. to set up athletic classes
- Will be required to work indoors and outdoors, which may lead to hot and cold weather and related outdoor conditions, noise, dust, etc., when working throughout the facilities.

REQUIRED COMPETENCIES

- Ability to interact positively with the public.
- Ability to follow directions and communicate in English both verbally and in writing.
- Ability to make decisions objectively based on customer service.
- Ability to work independently in day-to-day operations with general direction of the Superintendent of Recreation.
- Ability to work in a team atmosphere, while promoting the Park District's mission statement, vision and core values.
- Ability to maintain self-control and composure in difficult situations.
- Ability to receive constructive criticism and/or supervision.
- Ability to be flexible and adaptable to new situations.
- Possess enthusiasm and drive with a desire to accomplish goals and objectives.

HOURS

Variable hours depending on athletic classes. M-Th 9am – 12pm(noon)

Up to 15 hours per week. Working weekend maybe required, dependent on Tennis schedule.

