

**Town of Orleans  
Recreation Department  
Job Description  
Seasonal Tennis Instructor**

**Definition:**

An individual who administers tennis classes under the direction of the Recreation Director and Program Coordinator is also responsible for the safety and well-being of others.

**Supervision:**

Instructors will receive general policy and guidance from the Recreation Director and Program Coordinator.

**Job Environment:**

Primarily, it will be on the tennis courts located at the Orleans Elementary School courts. Will receive intermittent breaks from the sun.

**Essential Functions:**

- Maintains the safety of all at the class site
- Plan (written lesson plans), conduct, participate, and assign tennis lessons.
- Maintains all program records, including participant registration and attendance.
- Cooperates with all staff and patrons.
- Assists other instructors as assigned.
- Oversees the condition, use, and inventory of tennis equipment.
- Prepares an end-of-season inventory report.
- Ensures the safety and general maintenance of the tennis facilities and reports all conditions and or concerns to the Recreation Director.
- Acts as a role model for all staff and patrons, both on and off the job
- Maintains a good POSITIVE attitude with staff and patrons
- Communicates needs with the Recreation Director/Program Coordinator
- Openly shares and communicates with all other staff
- Maintains in good physical condition
- Knows the Emergency Action Plan and ensure all tennis participants are safe during an emergency
- Must work well with children

**Recommended Minimum Qualifications:**

Experience instructing tennis.  
CPR and First Aid Training preferred.

**Necessary Knowledge, Ability, and Skills:**

Certification as above and Department Policy and Procedure as set forth by the Manual.

Maintain open lines of communication with others

Positive Attitude

Enforces rules in a professional manner

Deal with volatile situations with professionalism

**Physical Requirements:**

Maintains own good physical condition, good vision, and auditory skills, and runs.

Ability to lift, move, and set up equipment independently.