DEPARTMENT: Parks & Recreation  
CLASSIFICATION: Seasonal/Temporary  
SUPERVISOR: Recreation Supervisor  
HOURS: 5 – 15 hours per week  
WAGE: $11.00 - $14.00/hour DOQ

NATURE OF WORK: Responsible for instructing youth ages 5-13 as well as adults in a ‘family lesson’ format in the sport of tennis. Applicant will lead class participant in the fundamentals of tennis, game situations and game rules through USTA guidelines. Applicants must have knowledge and experience with the sport of tennis, enjoy working with kids and portray good sportsmanship. Hours will be Monday, Tuesday, and Wednesday evenings, mid-June through July. There will be additional non-tennis related hours available if interested in additional hours.

MINIMUM QUALIFICATIONS:
1. Minimum age of 16 years old.
2. Previous experience working with children.
3. Working knowledge and experience with the sport of tennis

KNOWLEDGE, SKILLS AND ABILITIES:
1. Lead daily lesson plans
2. Interact well with children in a positive manner.
3. Maintain appropriate security.
4. Employ good communication skills.
5. Follow direction of supervisors.
6. Utilize sound reasoning and common sense in a variety of situations.

CHARACTERISTICS: Energetic, enthusiastic, reliable, honest, creative, positive attitude, friendly, mature, well-groomed and enjoys children.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand and talk or hear on a tennis court.
- The employee frequently is required to use hands to handle or feel objects, tools or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance and run, walk, sit, stoop, kneel, crouch or crawl.
- The employee must be able to lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close, distant, color and peripheral vision.

RESPONSIBILITIES (CORE JOB REQUIREMENTS):
1. Participate in a variety of activities – games, drills, and others related to tennis.
2. Enforce all policies, rules and regulations established by the City of Falcon Heights.
3. Interact with parents and community members in a professional, courteous, friendly and helpful manner.
4. Supervise children using positive discipline to maintain an informal, orderly and safe environment.
5. Maintain and properly care for program equipment and facilities.
6. Set-up and cleanup of activity area, including tennis court, building and grounds.
7. Recognize and respond effectively in an emergency. Be familiar with and follow accident procedures.
8. Keep supervisor informed of any concerns or issues.
9. Perform other related duties as requested by supervisor.