

## Zena Tennis Instructor Job Description-2019

**Background:** Zena Recreation Center is a family oriented park located in Woodstock NY. The center has a swimming pool, 4 regulation tennis courts, a basketball court, a covered pavilion with food service, structured group activities for children, a competitive swim team, swim lessons, and group tennis lessons for children.

**Group tennis lessons** are held for six weeks, M-F in three separate morning hour long groups commencing July 1. The grouping of the children is based on age and previous experience. Approximately 25-30 children and adolescents sign up for the lessons.

### Positions available:

1. **Head instructor:** preferred candidate will have collegiate tennis team experience and/or tennis teaching experience with children.
2. **Head Instructor Responsibilities:**
  - A. instructor responsible to assign children to one of three groups based on previous tennis skill and age.
  - B. instructor will organize basic curriculum to teach various requisite tennis strokes including: serving, forehand, backhand, volley, net play. Will also teach rules of tennis, scoring, and basic strategies of single and doubles tennis.
  - C. A ball machine is available for use by the instructor.
  - D. Instructor and assistant will arrive 15 minutes before lessons to put Park supplied balls onto courts and to fill supplied water container with iced water.
  - E. Instructor will remain 15 minutes after lessons to put away balls and return water container to main pool pavilion.
  - F. Instructor will notify Park Director of any emergencies that occur or for any injuries suffered by students.
  - G. Instructor will communicate with Board member in charge of tennis or Park Director regarding: hours worked, weather issues and cancellations due to weather, issues regarding court maintenance, injuries to students or instructors.
  - H. Instructor will have an assistant to perform duties as directed by instructor.
2. **Assistant Instructor:** To work under direction of Head Instructor. Salary \$11.10/hr and same access to pool as instructor and same guest privileges. Preference given to High School or collegiate tennis team experience. Assistant instructor will arrive 15 minutes before lesson and remain 15 minutes after lessons to assist instructor as directed.