

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Tennis/Pickleball Instructor

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Range:** \$20-\$35 / Hourly

**Job Status:** Part Time, evenings, weekends and summer camps

#### JOB SUMMARY

This position is responsible to coach small group classes, individual tennis and/or pickleball lessons and summer tennis camps on City of Roswell tennis courts to youth, adult, and team players. Employees must be able to work a flexible schedule to accommodate the instructional needs of the Department. Employees will work with the Roswell Racquet Sports Supervisor and the Roswell Community Tennis Association on their mission, goals, and events to grow tennis in the Roswell Community. Employee must exercise considerable tact and courtesy in frequent contact with the public.

#### ESSENTIAL JOB FUNCTIONS

- Operate lighting and equipment doors using keys, codes, or breakers.
- Set up needed materials, equipment, and other items for programs/activities.
- Complete, understand and interpret various schedules, calendars, attendance records, incident/accident reports and other documents.
- Serves as liaison between the City of Roswell staff and the public for the distribution and receipt of routine information; Conveys information to appropriate department personnel.
- Assist is notifying participants of scheduled programs or changes in programs.
- Greets visitors, directs visitors to appropriate locations, records/relays messages and responds to requests for service/assistance.
- Performs customer service functions in person or by telephone; provides information or assistance regarding department/division services, activities, fees, or other issues; receives and/or disseminates forms/documentation; responds to routine questions/complaints, and refers complaints/problems to appropriate personnel.

- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors environment for individuals safety; initiates any actions necessary to correct deviations or violations.
- Operates a personal telephone, general office equipment, or other equipment as necessary to complete essential functions, e-mail, Internet, or other computer programs or Apps.
- Communicates with supervisor, employees, volunteers, contractors, vendors, customers, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains confidentiality of departmental documentation and issues.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Possess and maintain a certification from **PTR** (Professional Tennis Registry), **USPTA** (United States Professional Tennis Association), and/or **PPR** (Professional Pickleball Registry) is preferred. Tennis coaching experience and/or player education that provides the necessary knowledge, skills, and abilities for this job are required.

#### **Licenses or Certifications:**

- Driver's license preferred

#### **Special Requirements:**

- None.

#### **Knowledge, Skills and Abilities:**

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to read, review, prioritize, and analyze a master field schedule. Includes determining when to complete needed tasks at multiple locations.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to exercise independent judgment to apply facts and principles to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations when needed.

### **PHYSICAL DEMANDS**

The work requires the ability to exert some physical effort, which may involve lifting, carrying, pushing and/or pulling of objects and materials 5-50 pounds in weight. Tasks may require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed with exposure to outside environmental and weather conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*