Community Tennis Summer Camp  
Junior Instructor Job Description

Reports To: Community Tennis Summer Camp Site Manager

Job Category: Part-Time, Non-Exempt, Temporary

Summary:
Under the direct supervision of the Site Manager, Junior Instructors will assist in all aspects of daily programming, weekly organized competition, team and individual playoffs and tournaments and as needed. This is a paid training position for high school students. Junior Instructors will gain valuable experience by learning under the direction of the Site Manager.

Specific Responsibilities:
Program:
- Support your Site Manager in the delivery of all elements of the Community Tennis Summer Program at your site including tennis instruction, match play/point play, life skills, and education curriculum:
  - Teach age- and level-appropriate tennis skills; utilize QuickStart for beginners
  - Run fun, organized and well-executed practices and intra-site match play/point play
  - Enthusiastically deliver and promote non-tennis elements such as life skills, education curriculum, Arthur Ashe art and essay contest
- Develop appropriate and supportive relationships with all tennis camp participants
- Actively, productively and continuously involve all participants in the program
- Promptly resolve all disciplinary issues
- Assist participants with belongings, lost and found, sunscreen/water, trash pick, etc.
- Monitor and assist with weekly team matches, and team and individual playoffs and tournaments
- Identify opportunities to continuously improve the program, and incorporate feedback from your Site Manager
- Maintain a safe atmosphere and constant supervision of participants at all times
- Promote and market the NJTL program to the community

Administration:
- Assist your Site Manager with daily operations in a professional and efficient manner
- Help to maintain all equipment and supplies in order and good condition
- For incidents and accidents, notify your Site Manager and provide first aid as needed
- Actively participate in staff orientation, training, and weekly regional staff meetings

Communications:
- Communicate and work closely with your Site Manager on all aspects of the program
- Provide exceptional customer service to participants, families and partners:
  - Communicate with families in a professional and friendly manner
  - Refer questions and complaints to your Site Manager and follow up as needed

Required Skills and Experience:
- Must be 14+ years of age or older and currently enrolled in high school (or graduating in June 2020)
- Tennis coaching experience or competitive play required (at least one of the following):
  - Any tennis coaching experience
  - Currently active in intermediate or advanced clinics, tournaments, private lessons or high school team

Last Updated March, 2020
- Played or qualify to play at NJTL Advanced level
- Attended USTA On-Court Recreational Training Workshop provided by Legacy
  - Ability to teach the fundamentals of tennis
  - Experience working with youth in a recreational setting preferred
  - Ability to manage groups efficiently and effectively
  - Ability to be a positive role model to participants
  - Strong leadership, interpersonal, communication and customer service skills
  - Proven ability to solve problems, work under pressure and manage multiple priorities
  - Demonstrated reliability, maturity and responsibility
  - Willingness to follow directions and learn
  - Comfort and experience in working in diverse communities
  - Impeccable integrity