Position Description

Title: Junior Tennis Instructor
Department: Center-Based Tennis
Supervisor: Sr. Director of Tennis
FLSA (Exempt / Non-exempt): Non-exempt/hourly
Date Created/Updated: Updated April 2021

Position Summary

Legacy Youth Tennis and Education is Philadelphia’s premier tennis center with a state of art tennis facility that features 8 indoor and 8 outdoor courts. Legacy’s mission is to prepare youth for success through our inclusive community using tennis, education and character programming. The Center-Based Jr. Tennis Instructor works under the direction of the Tennis Coaches, Clinic Leads, Tennis Directors and the Sr. Director of Tennis to deliver high quality, on-court tennis and education programs to a diverse group of participants at LEGACY.

Responsibilities/Esential Functions

- Implement lesson plans to cater to each participant
- Take charge and/or assist in on-court activities as needed.
- Take time each session to figure out how each student learns best to raise the level of competency for the entire group by the end of a clinic/camp session.
- Be a role model in consistently showing a high level of respect to each participant, being conscious of equal treatment and attention, and promoting a sense of camaraderie and inclusiveness amongst the group.
- Bring a sense of enthusiasm, preparedness, and commitment to ensure quality programming each session.
- Continuous monitoring of the health and safety of each participant, ensuring the highest standards both on and off the courts
- Responsible for the security of LEGACY equipment and the satisfactory appearance of the Center.
- Work as part of a team to set up, break down, and pack up tennis equipment each day, and be proactive in providing assistance as needed to all participants using the equipment.
- Assist with maintaining the tennis courts and common areas, keeping areas clean of trash, storing equipment in a neatly and orderly fashion.
- Adhere to all Legacy policies and procedures.
- Attend staff meetings as directed.
- Come to work dressed neatly and professionally, in appropriate tennis clothing.

Additional Responsibilities

- Participate in all training and continuing educational activities as directed.
- Participate in evaluations of programs and participants as needed.
- Occasional participation in Legacy sponsored special events
- Be approachable, welcoming, friendly, and enthusiastic.
- Demonstrate integrity and become a strong role model for all LEGACY participants.
- Effectively communicate with participants of all ages, management, and other staff.
• Present a professional appearance and attitude at all times, and maintain an excellent standard of customer service.

## Qualifications

- Attends High School or College
- One to two years of tennis coaching experience or competitive tennis play
- PTR or USPTA certification
- Ability to manage groups effectively and efficiently
- Strong organizational and leadership skills
- Ability to be a positive role model to participants
- Demonstrated reliability and responsibility