Position Description

**Title**
Community Tennis Coach

**Department**
Community

**Supervisor**
Director of Community Programs/Assoc. Director of Community Programs

**FLSA (Exempt / Non-exempt)**
Non-exempt/hourly

**Date Created/Updated**
Updated August 2021

**Summary:**
The Community Tennis Coach works in our community afterschool program located at schools and recreational centers throughout Philadelphia, Chester and Camden. Tennis Instructors must bring a high level of competency, energy and motivation to work in a community/afterschool tennis environment. More importantly, candidates must share a passion for young people. This position involves communication with families and program partners and must be able to represent the organization in a professional manner.

**Specific Responsibilities:**

**Program:**
- Deliver all elements of the program at your site including tennis instruction, fitness and nutrition education:
  - Teach age- and level-appropriate tennis skills; utilize QuickStart for beginners
  - Run fun, organized and well-executed practices and oversee match play
  - Enthusiastically deliver and promote non-tennis elements.
  - Co-lead with family nights, back to school night, playdays and field trips.
- Develop appropriate and supportive relationships with all participants and families.
- Actively and productively involve all participants in the program while maintaining a safe atmosphere.
- Serve as liaison between Legacy, program partners, and site contacts
- Promptly address all disciplinary incidents or accidents and complete a written report in a timely manner.
- Transport / Chaperone participants in Legacy vans. Valid driver’s license and access to a car preferred.

**Administration:**
- Ensure all administrative work is accurately and promptly completed:
  - Ensure all participants have completed registration forms and permission slips
  - Take daily attendance
  - Complete measurement and evaluation duties;
- Manage all aspects of daily operation of your site in a professional and efficient manner.
- Maintain all equipment and supplies; return all equipment issued to you at the completion of the program
- Actively participate in staff orientation, trainings and meetings with Legacy staff and partners
- Assist with marketing and recruitment efforts when needed.

**Required/Preferred Skills and Experience:**
- High School Diploma or equivalent; some college preferred
- Preferred Teaching Experience
  - 2+ years of tennis coaching experience as an NJTL Jr. Instructor or equivalent
  - Certified teacher or teacher’s assistant
- Experience working with youth in a recreational setting
- Ability to manage groups efficiently and effectively
- Ability to be a positive role model
- Strong leadership, interpersonal, communication and customer service skills
- Proven ability to problem solve, work under pressure and manage multiple priorities
- Demonstrated reliability, maturity, and responsibility
- Willingness to follow directions and learn
- Impeccable integrity
- Comfort and experience working in diverse communities

Legacy Youth Tennis and Education is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Updated August 2021
LEGACY is committed to the health and safety of our staff, students, and community. We have implemented safety precautions consistent with local, state, and federal guidelines.