POSITION DESCRIPTION

Title: High Performance Tennis Coach
Department: Center-Based Tennis
Supervisor: Sr. Director of Tennis
FLSA (Exempt / Non-exempt): Part-Time
Date Updated: August 2021

LEGACY is Philadelphia’s premier tennis center with its state of art tennis facility that features 8 indoor and 8 outdoor courts. Legacy Youth Tennis and Education’s mission is to prepare youth for success through our inclusive community using tennis, education and character programming. We are looking for the right candidate that is able to coach and guide top sectional and national level players to the next level. Ideal candidates will possess a high-level playing background, show intensity on the court, have a desire to join a growing tennis center and be a positive role model with great character on and off the court. Legacy is a NJTL chapter and provides excellent opportunities for growth and advancement.

Responsibilities/Essential Functions

• Demonstrate the technical and tactical competencies and the proper progressions.
• Maintain a defined pathway for students to progress within their respective clinics, and from one clinic to the next
• Participate in coaches meetings
• Participate in other relevant meetings, trainings, professional development activities, and special events
• Serve as an on-court high-performance tennis coach for Center-based clinics and camps of all levels
• Market and promote clinic to meet enrollment targets
• Manage enrollment and update attendance rosters
• Ensure lessons are being fully implemented and teaching is of high quality
• Provide exceptional customer service to participants and families;
• Ensure timely, effective and accurate communication with families
• Implement and utilize the USTA Player Development philosophies in all programs
• Maintain a presence at local tournaments where clinic participants compete
• Manage relationships with families
• Come to work dressed neatly and professionally
• Assist in promoting all Legacy special events
• Participate in or volunteer for special events where the coaches’ presence or on court assistance is needed
• Assist with maintaining the tennis courts, equipment and common areas; assist in all ball and equipment changes
• Identify opportunities to continuously improve the program, and incorporate feedback from your Supervisor

Required Skills and Experience

• High School Diploma or equivalent; Bachelor’s degree preferred
• Four years of playing high level or tennis coaching experience
• Competitive tennis play a plus
• PTR or USPTA certification highly recommended
• High level of reliability, timeliness, energy and initiative
• Strong verbal and written communication skills including the ability to communicate in a clear and succinct manner
• Ability to manage groups with varied abilities efficiently and effectively and to offer constructive feedback to participants
• Well-developed capacity to work effectively in a dynamic team setting with a diverse group of passionate people

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

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.

Updated August 2021