

**CITY OF GROTON  
POSITION DESCRIPTION  
TENNIS INSTRUCTOR**

**Position Title:** Tennis Instructor  
**Department:** Parks and Recreation  
**Reports To:** Director of Parks and Recreation  
**Contract:** Seasonal  
**Approval Date:** February 1, 2018

**SUMMARY**

The Tennis Instructor, under the direct supervision of the Director of Parks and Recreation, organizes, prepares and instructs tennis classes for individuals or groups of all ages.

**ESSENTIAL FUNCTIONS AND DUTIES**

1. Organizes, prepares and instructs tennis classes for an individual or groups of all ages.
2. Evaluates, tests and certifies tennis achievements based on the criteria of the program.
3. Makes recommendations to the Director of Parks and Recreation for ways to improve the tennis program for the City of Groton.
4. Prepares, maintains and keeps statistics on the tennis program.
5. Notifies the Director of Parks and Recreation of any safety incidents that take place on the City of Groton property relating to the tennis program.
6. Promotes a professional and courteous image of the City of Groton.
7. Follows all safety rules and assists in maintaining a safe environment for members of the public.
8. Performs all other related duties as assigned.

**SUPERVISORY**

Supervises tennis assistants and other aides assigned to the tennis program.

Assist the Director of Parks and Recreation in the evaluation of tennis assistants.

**EDUCATION/TRAINING/EXPERIENCE**

High school diploma or equivalent.

Minimum of two (2) years of experience teaching tennis lessons and/or a combination of two (2) years in a supervisory or leadership capacity in recreational programs and actively involved in playing the game of tennis.

Experience participating in or teaching organized tennis activities.

**CERTIFICATIONS**

Must possess and maintain as a condition of employment, proof of successful completion of Adult/Child/Infant Cardio Pulmonary Resuscitation (CPR) and first aid certification.

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**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledgeable in the principles and practices of community recreation programs.

Knowledgeable in the purpose and proper use of tennis equipment.

Knowledgeable in basic fundamentals, techniques, rules and regulations pertaining to a community tennis program.

Must be able to develop and maintain effective relationships with co-workers, subordinates, program participants of all ages and members of the general public.

**PHYSICAL DEMANDS**

While performing the duties of this position, the individual is frequently required to talk and hear; stand; walk; stoop; use hands to finger, handle or feel; reach with hands and arms. Must be able to lift up to twenty (20) pounds.

**WORK ENVIRONMENT**

The work is performed outside and the individual will be exposed to the elements of the weather.

I have read and understand my position description.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE