

**CITY OF GROTON  
POSITION DESCRIPTION  
TENNIS ASSISTANT**

**Position Title:** Tennis Assistant  
**Department:** Parks and Recreation  
**Reports To:** Tennis Instructor  
**Contract:** Seasonal  
**Approval Date:** February 1, 2020

**SUMMARY**

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

**ESSENTIAL FUNCTIONS AND DUTIES**

1. Assist in the organization, preparation and instruction of tennis classes for an individual or for groups of all ages.
2. Assist in the evaluation, testing and certification of tennis achievements based on the criteria of the program.
3. Make recommendations to the Tennis Instructor for ways to improve the tennis program for the City of Groton.
4. Assist in the preparation, maintenance and statistics of the tennis program.
5. Notifies the Tennis Instructor 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 regulations and assists in maintaining a safe environment for members of the public.
8. Performs all other related duties as assigned.

**EDUCATION/TRAINING/EXPERIENCE**

**Must be at least 16 years of age when applying for the position.**

One (1) year of experience in tennis lessons.

Experience participating in or teaching organized tennis activities.

The ability to work with all ages.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledgeable in the principles and practices of community recreation programs.

Knowledge of the purpose and proper use of tennis equipment.

Knowledge of the basic fundamentals, techniques, rules and regulations pertaining to a community tennis program.

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

Basic first aid certificate preferred.

**PHYSICAL DEMANDS**

While performing the duties of this position, the individual is frequently required to talk , hear, stand, walk, stoop, use hands and fingers, reach with hands and arms. The individual must be able to lift up to twenty (20) pounds.

**WORK ENVIRONMENT**

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

I have read and understand my position description.

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

\_\_\_\_\_  
DATE