

November 7, 2023

JOB DESCRIPTION

Position Title: Assistant Teaching Professional

FLSA Status: Full-Time/Exempt

Reports To: Executive Director & Director of Community Tennis

Department: Community Tennis

Primary Responsibilities:

- Provide tennis instruction at the Hawaii Prince Tennis club and cover days off for the head teaching professional.
- Assist with the online payment program.
- Keep the tennis facility safe and in good repair.
- Inventory equipment and supplies.

Essential Duties:

- Provide tennis instruction at the Hawaii Prince Tennis Club and for the Play & Learn Tennis program.
- Provide private, semi-private and group tennis lessons.
- Provide tennis instruction in a safe manner.
- Be properly groomed and dressed.
- Act in a professional and customer service-oriented manner

Other Duties:

- Handle communications with students to include rain outs, cancellations, and other questions they may have.
- Maintain recommended class sizes.
- Have students complete a class evaluation and have these sent to the USTA HPS office.
- Do not teach on public tennis courts without a permit.
- Communicating and coordinating repair and maintenance with the Executive Director, Ron Romano

Working Conditions: Outdoors on the tennis court

Work Hours: Full Time

Equipment Use: requires good computer skills and proficiency in Microsoft Office and ability to communicate by email and access class roster.

Mental and Physical Demands: Requires the ability to play tennis at an NTRP level of 4.5 or higher. Requires the ability to teach group tennis lessons outdoors. Transportation required.

Communication Demands: Requires excellent verbal and written communication skills. Daily communication with staff and frequent communication with the Executive Director and Director of Community Tennis. Requires contacts and good rapport with the community.

Strive for excellent customer service. Be a team player and work collaboratively with everyone.

Skills/Knowledge: Knowledge of tennis. Tennis playing experience at an NTRP level of 4.5 or higher. Proficient in Microsoft Office.

Education/Experience: High School degree required, and college preferred.

Salary Grade and Range: Preferred USPTA or PTR certified tennis instructor at a Development Coach level or higher

Authorized By: _____

Date: _____