

Position Description - Adult Tennis 101 Instructor

Position Overview

USTA Chicago (USTA) is partnering with the Chicago Park District (CPD) to provide tennis instruction at over 40 parks in the city of Chicago. Providing tennis instruction for Adult Tennis 101 is one opportunity to coach.

Adult Tennis 101 Instructor - USTA Tennis 101 is designed specifically for new players to the game. Through this 6-session program, lessons will focus on basic tennis skills and team play. Participants who complete the program will possess the fundamental skills in order to be confident in enjoying tennis. Hours may vary week-to-week based on the number of registrants in each class but will generally fall within the hours of 3:00 p.m to 7:00 p.m. Instruction begins spring 2026.

Adult Tennis 101 Instructors work with and under the direction of the Team Lead(s) and/or an Area Manager in the implementation of the Net Generation curriculum and tennis program including assisting with overall responsibility for the tennis program. The Instructor must demonstrate an ability to work cooperatively and enthusiastically with beginner adult players and demonstrate strong interpersonal skills. Equipment will be provided and kept onsite.

Training for Adult Tennis 101 instructors is required and paid. Date(s) TBA.

Essential Duties

- Participate in training for all on-court staff on the tennis curriculum, court management, and activities intended to engage participants.
- Instruct adult tennis players with knowledge of basic tennis skills and terminology and utilizing curriculum obtained in training.
- Ensure equipment set-up and tear down.
- Provide a welcoming, safe, and fun environment that promotes enjoying the sport for exercise and fun.
- Utilize available tennis equipment to maximize the development of basic tennis strokes in small and large group lessons.
- Notify Area Manager of any equipment repairs needed and maintenance of courts.
- Maintain an overall positive attitude with participants and management. Remain flexible and adjust to situations as they occur, including working as a team member to help cover schedule openings and responding positively to changes and requests from Park District and USTA Chicago staff.
- Assist with other tennis events as needed.

Position Requirements

- Attend required pre-class on-court training.
- Excellent communication skills.
- Punctual and reliable.
- Ability to follow lesson plans.
- Ensuring and following safety measures and regulations.
- Physical ability to stand for long periods of time while on the court.
- Communicate professionally with participants, camp staff, and others.

Qualifications

- Applicants should have previous tennis instruction or playing experience.
- Mandatory Safe Play training and background check or willingness to obtain. Registration doesn't have a cost or special experience to obtain.
- Must pass a full background check.
- Ability to teach fundamental tennis skills to participants 16 and older with varying skill levels.
- Desire to work with adults and be a positive role model.
- Strong communication and customer relations skills.
- Ability to collaborate with other instructors and volunteers.
- Must have ability to travel between Park sites as needed during the course of the summer via car or public transportation.

Reports To

Area Manager and Director of Park Programming

Pay

Instructor pay will begin at \$16.60/hour but is dependent on experience related to the job duties. Shifts that are committed to will be paid if class is cancelled due to inclement weather. Training hours will be compensated at 75% of your hourly rate.

Application Steps

Please fill out [this application](#) and send a list of 3 references to:

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