United States Tennis Association (USTA) Northern
Position Description

Position Title: Part Time Tennis Instructor
Report To: Adult Social Play Manager
Compensation: $20-$23/hour

A. PURPOSE OF POSITION:
To assist USTA Northern in its mission to promote and develop the growth of tennis with specific responsibilities related to Adult Recreational Tennis and Adult Instruction.

B. RESPONSIBILITIES:
- Provide tennis instruction to adults enrolled in summer lesson programs through their city’s Park and Recreation Department or Community Education.
- Follow USTA-developed curriculum based on the play-to-learn concept.
- Register as a coach on USTA Net Generation; includes Safe Sport Certification and Background Check.
- Attend on court curriculum training on Saturday, May 16 from 9 am to 1:00 pm; also includes USTA Northern onboarding for seasonal employees.
- Communicate with Adult Social Play Manager on program development and success status.

C. TIMELINE:
- Lessons will take place at various park locations in the Twin Cities Metro Area.
- Two sessions/levels offered each evening and daytime at most sites: a combination of Beginner, Advanced Beginner and Intermediate. Also, Match Play coordination and Drill and Play classes available at some locations.
- Most programs are six weeks, and begin the week of June 1 or June 8; Minneapolis P&R sites are nine weeks. Some locations offer a second session beginning late summer. Fall sessions begin in August and run through September.
- Minimum of 4 and maximum of 10 (a few communities are max 12) students per class on 2 courts
- Time commitment each evening is typically 2 ½ hours: 2 hours of on-court instruction and 1/2 hour prep.

D. QUALIFICATIONS:
- Experience teaching and playing tennis; comfortable with working with adults
- USPTA/PTR certification desirable but not required
- Excellent communication skills, both oral and written
- Strong attention to detail and follow through
- Outgoing personality and positive attitude
- Responsible, prompt, reliable, fun, friendly
F. APPLICATION PROCESS: Fill out and submit employment application at [https://bit.ly/2SCJg14](https://bit.ly/2SCJg14) (open until filled), and please indicate general location(s), and day/evening(s) available. Questions? Contact Kathy Schneider at [schneider@northern.usta.com](mailto:schneider@northern.usta.com).