

Private Tennis Lesson Instructor

Position Profile

Status: Part-time/Temporary/Seasonal (PTS) position, non-exempt

Salary: Starts at \$25.00 to \$30.00 per hour

Location: Various tennis courts in Eden Prairie

Hours: Hours may vary by season

Reporting Relationship: Reports to Recreation Supervisor – Youth Sports & Community Programming; receives work direction from Tennis Coordinator

Recreation Division

The Recreation Services Division has the responsibility for managing all recreation facilities and providing a variety of affordable recreation programs and services for all age groups and people for all abilities. The staff in this division are responsible for the management of facilities such as the Community Center, the Senior Center, and the Outdoor Center, as well as all other City park buildings and recreation facilities such as swimming beaches, sledding hill, amphitheatre and facilities on school property that are operated in partnership with the School District such as the Oak Point Pool and tennis courts at CMS.

Position Details

The Private Tennis Lesson Instructor position specializes in teaching tennis skills to youth and adults through private or semi-private lessons. The primary position responsibilities and areas of impact are:

- 1) Contacts and schedules lessons with participants
- 2) Professional and friendly communication with parents, participants and coworkers
- 3) Works with the participants to create a comprehensive lesson plan based on the participants goals and objectives
- 4) Communicates problems or concerns to the Tennis Coordinator
- 5) Ensures a safe, friendly, and enjoyable atmosphere for all participants.
- 6) Observes and evaluates participant's performance and lesson structure to ensure development and satisfaction of all participants.
- 7) Presents a clean and professional appearance
- 8) Attends USTA Coaching workshop prior to start of the season

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements

Education: Must be current or able to become certified in First Aid/CPR prior to first day of tennis lessons. High school diploma, or equivalent (G.E.D.); CPR and First Aid certification preferred.

Work Experience: At least one (1) year prior tennis teaching experience preferred. United States Professional Tennis Association (USPTA) or Professional Tennis Registry (PTR) certification preferred.

Physical Requirements: This position requires the ability to lift/pull/push/move/carry up to 50 lbs, bend/stand/reach, and play tennis at a recreational level.

City Expectations

We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: **collaboration, innovation, integrity, performance and relationships.**

Position Specific Expectations

Communication: Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.

Attention to Detail: Able to find errors in work and solve problems; anticipates issues and performs at a high level of accuracy; sets up systems to ensure errors are not repeated.

Accountability: Follows through on commitments; focuses on appropriate tasks throughout the shift; takes responsibilities for actions both as an individual and on behalf of the organization; actions and words are in sync; follows all policies and procedures; maintains confidentiality; is prepared and punctual to all scheduled shifts.

Sound Judgment: Able to make a decision based on the right mixture of facts; determines a course of action after weighing and analyzing different options.

Pre-employment Process

The City of Eden Prairie conducts professional reference and criminal history checks for all employees joining the organization. All final candidates must successfully complete and pass the pre-employment process before their first day of employment.

Application Deadline: Open until filled

Review Applications: As received

Interview Date: As received

Expected Start Date: April-May, 2024