

# Tennis and Youth Sports Coordinator

## Position Profile

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

**Salary:** Starts at \$21.00 per hour depending upon qualifications

**Location:** City Center; various tennis courts and parks in Eden Prairie

**Hours:** Typical schedule Monday – Thursday 10am-6pm; occasional Fridays or weekend dates as needed.

**Reporting Relationship:** Youth Sports and Community Programming Recreation Supervisor

### **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, parks, sledding hill, amphitheatre and facilities on school property that are operated in partnership with the School District such as the tennis courts at CMS.

### **Position Details**

The Tennis and Youth Sports Coordinator is responsible for coordinating tennis instructional programs for youth and adults. The primary position responsibilities and areas of impact are:

- 1) Assists in the planning of and conducts, and evaluates tennis programs and youth sports for all ages.
- 2) Assists the Youth Sports and Community Programming supervisor with administrative duties such as participant communication, vendor rosters, invoicing, and weather decisions.
- 3) Performs program site visits and communicates with youth sports vendors and staff to ensure high quality program delivery.
- 4) Oversees all tennis programs and ensures a safe, friendly, and enjoyable atmosphere for all participants.
- 5) Assists tennis lesson instructors and youth sports staff at multiple sites with performing their job; conveys expectations of the program and communicates recommendations for program improvements.
- 6) Provides seasonal on-court tennis training for staff and instructs classes as needed.
- 7) Assists supervisor in tracking all private tennis lessons.
- 8) Prepares year end program and budgeting report for Recreation Supervisor – Youth Sports.

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

### **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 Requirements**

***Education:*** High school diploma, or equivalent (G.E.D.), pursuing post-secondary education preferred, 18 years of age or older, CPR and First Aid certification must be completed prior to first day of programming.

***Work Experience:*** 1-2 years of experience providing work direction and/or supervising staff; a minimum of 2 years' experience teaching tennis. Previous experience working with children required; experience developing and implementing program and activities preferred.

***Technical Skills:*** Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook).

### **City Expectations**

All employees are expected to contribute to the success of our organization by demonstrating the shared expectations: ***Customer Focus, Flexibility, Initiative, Results Orientation, Public Stewardship, and Teamwork.***

### **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. In addition, the following is required for this specific position: drivers check (must have valid Driver's License and excellent

driving record). All final candidates must successfully complete and pass the pre-employment process before their first day of employment.

**Application Process**

Apply online at [www.edenprairie.org](http://www.edenprairie.org) under "Employment".

**Application Deadline:** Open until filled

**Review Applications:** As Received

**Interviews:** As Received

**Expected Start Date:** May, 2024