



City of Minnetonka

## Tennis Program Coordinator - Junior Development

<b>SALARY</b>	\$34.82 - \$41.58 Hourly	<b>LOCATION</b>	Minnetonka, MN
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	2025-00030
<b>DEPARTMENT</b>	Recreation	<b>DIVISION</b>	Recreation
<b>OPENING DATE</b>	06/09/2025	<b>CLOSING DATE</b>	6/22/2025 11:59 PM Central
<b>FLSA</b>	Non-Exempt		

### Why Minnetonka?

Supportive culture • Work-life fit • Well-being • Employee-focused • Make a difference

*Our greatest asset are our people. City of Minnetonka employees work together to drive change and make a meaningful impact on the community. We support one another in our personal and professional lives. You can expect to make a difference because in Minnetonka you and your work matter.*

### Job Description

This responsible position works closely with the Tennis Program Manager. Assists in managing, planning, organizing and instructing of selected (daily, weekly, monthly & annual) tennis activities and operations for the Williston Fitness Center. Performs other related duties as assigned.

This position will work a flexible schedule, which will include evenings, weekends, and holidays.

### Duties/Responsibilities

#### Essential Job Functions:

- Tennis Instruction
  - Instructs junior programming and assists other instructors as needed
  - Primary focus on developing, teaching & facilitating red, orange, green and yellow junior programs
  - Maintains a strong private lesson clientele of 6-10/hours per week
  - Provides a minimum of 28 on-court instructional hours per week
- Plans and implements all aspects of the junior tennis program
  - Creates all marketing and advertising tools used to run an efficient junior program; Williston and Tennis in the Parks
  - Instructs junior programming and assists other instructors as needed
  - Organizes training for staff as needed to direct youth-based instruction
  - Schedules and conducts junior player evaluations
  - Communicate & manages all aspects of staff/player evaluations
  - Reviews & updates junior curriculum

- Communicates in-person or via phone in a timely manner with customers or prospective tennis users
- Manages & coordinates monthly USTA junior tournaments

#### **Other Job Functions:**

- Assists in the supervision of part-time, seasonal, and Junior Leadership volunteers and provides work direction when needed
- Promotes and markets the various components of the junior tennis program
- Performs other tennis-related and facility-based duties as needed or apparent
- A commitment to and belief in the organizations shared values

## **Qualifications**

#### **Minimum Qualifications**

- High school diploma or GED
- Five years of full time tennis instruction
- Valid Driver's License
- Experience clearly communicating ideas, recommendations, instructions, and explanations both orally and in writing
- Proven ability to demonstrate exceptional customer service skills

#### **Desired Qualifications**

- Five or more years of full time tennis instruction
- USPTA Level 1 certification
- USTA Safe Play Approved
- Solid teaching background and career oriented in the tennis industry

## **Additional Information**

#### **Knowledge, Skills and Abilities:**

Knowledge of:

- Trends in the tennis industry

Skilled in:

- Technology software needed to perform daily activities and facility operations
- Customer service, crisis management and conflict resolution associated with a tennis program
- Program management specifically relating to tennis programming

Ability to:

- Work effectively with supervisors, staff and the public
- Clearly communicate both orally and in writing
- Demonstrate long-range planning
- String and re-grip tennis racquets
- Demonstrate proper tennis techniques and skills
- Work a flexible schedule that may include evenings & weekends during the indoor season

#### **Not Sure You Meet All the Qualifications?**

If this role interests you, but you're unsure about meeting all the listed requirements, we encourage you to apply! Your unique experiences may be more relevant than you think, and we value both technical skills and diverse perspectives.

#### **How to Apply:**

1. Click "Apply" at the top of the page before the closing date.
2. Submit these documents via the online application system (no zip files or links):

- Resume
- Cover Letter

3. Questions? Contact Human Resources at [HR@minnetonkamn.gov](mailto:HR@minnetonkamn.gov).

#### Hiring Process:

- **Open Job Posting:** Requisition is open and accepting applications.
- **Selection Process:** Qualified applicants join a candidate pool. Hiring managers select candidates for interviews and/or assessments. You'll be notified if selected.
- **Pre-Employment Screening:** This may include a driver's license, a criminal history background check, a drug test, a physical exam, a work assessment or simulation, and, if education-based, proof of qualifications.

#### Contact Us:

For position-related questions, email Katie Xiong at [Kxiong@minnetonkamn.gov](mailto:Kxiong@minnetonkamn.gov).

#### Veteran's Preference:

Veterans can request preference under MN Statute 197.455 by submitting a DD214 with their application.

#### Equal Opportunity Employer:

The City of Minnetonka values diversity and does not discriminate based on race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, public assistance status, or other protected classes.

#### Employer

City of Minnetonka

#### Address

14600 Minnetonka Blvd

Minnetonka, Minnesota, 55345

#### Phone

952-939-8270

#### Website

<http://www.minnetonkamn.gov>