

Position Description

Position Title: Tennis Coach

Report To: Manager, Recreational Programs

Classification: Non-exempt, Part-Time, Seasonal



A. PURPOSE OF POSITION:

To assist USTA Northern in its mission to promote and develop the growth of tennis, with specific responsibilities related to Recreational Tennis Instruction.

B. RESPONSIBILITIES:

1. Provide tennis instruction to participants enrolled in USTA recreational programs
2. Implement USTA-developed curricula such as Net Generation, USTA Community, USTA Schools, USTA Coaching, and/or other USTA-approved curricula provided by the Northern Section
3. Assist, as needed, in USTA activations like Park vs Park and other recreational events
4. Complete Safe Play Certification and Background Check
5. Foster a positive and inclusive team atmosphere, promoting sportsmanship, teamwork, and mutual respect
6. Attend USTA coaches' training and other coach training as needed
7. Provide feedback and progress reports to the Recreational Program Manager
8. Ensure the safety and well-being of participants during lesson programs

C. DESIRED QUALIFICATIONS:

1. General knowledge and familiarity with tennis rules and instruction
2. Ability to create a fun and engaging learning environment
3. Strong communication and interpersonal skills
4. Strong attention to detail and follow-through
5. USTA Intro to Coaching completion (formerly Coaching Fundamentals) or RSPA/PTR certification
6. CPR and First Aid certification

D. TRAVEL DEMANDS:

Required – Travel throughout the greater Twin Cities

E. KEY PERFORMANCE INDICATORS:

1. Participant satisfaction rate: Participant satisfaction with the instructor's teaching, knowledge, and communication skills
2. Attendance rate: Tracking the ability to keep participants engaged and satisfied, as well as having consistent retention and/or growth
3. Time management: The ability to maintain the schedule, punctuality, and time management
4. Communication: The ability to communicate effectively with participants, including clear instructions, constructive feedback, and addressing concerns or questions participants may have

F. PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described below are representative of those that may be required to successfully perform the essential functions of this position, with or without reasonable accommodation.

- Ability to instruct, demonstrate, and communicate tennis techniques and drills through verbal instruction, visual demonstration, or adaptive methods.
- Ability to observe player performance, provide feedback, and ensure participant safety during practices and matches.
- Ability to lift, carry, and handle tennis equipment (e.g., balls, rackets, ball carts), typically up to 25 pounds, with or without reasonable accommodation.
- Ability to work extended periods outdoors and tolerate varying weather conditions.