

**Island Rec**  
**San Juan Island Park & Rec District**  
**Job Description: Tennis Instructor**

**Job Title:** Tennis Instructor  
**Reports to:** Director  
**Status:** Part-time Seasonal  
**Prepared Date:** 2/1/2012  
**Salary:** \$14-17 an hour DOE

**Summary:**

This is a summer seasonal part-time position that requires a mature, who can make sound decisions and problem solve independently. This position is responsible for providing tennis instruction to youth and adults and for creating a safe learning environment.

**Essential Duties and Responsibilities**

Organize and conduct small group tennis classes in a safe and learning environment.  
Plan and implement daily lesson plans for youth and adult players.  
Explain and demonstrate use of equipment, stroke technique and proper footwork.  
Observe participants and provide reinforcement and correction.  
Explain and enforce safety rules and procedures.  
Keep record of participants and other required records.  
Supervise class participants and ensure their safety and well being at all times.  
Maintain a clean and safe learning environment.  
Ability to work outdoors for extended hours.  
Maintain equipment as required.  
Communicate effectively with children, supervisor, parents and visitors.  
Adhere to and support all policies, procedures and guidelines established by Island Rec.

**Required Qualifications:**

18 years old or older with prior teaching experience.  
Possess all technical expertise needed to provide quality tennis lessons.  
Current First Aid & CPR Certification.  
Good written and oral communication skills.  
Proven demonstration of good leadership skills.