

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)
ASSISTANT TENNIS MANAGER
November 2022**

Reports to: Tennis Program Manager

Supervisory Function: None

Purpose: Assists Tennis Manager with CSA tennis program – includes teaching lessons, oversight of tournaments, maintenance and safety of courts.

Job Type: Seasonal / Part Time during 9-week CSA summer season (mid-June – mid August)

Skill and Knowledge Requirements:

- 2+ years related experience as a tennis professional/instructor; Teaching Certification (Tennis) a plus
- Proficient in tennis fundamentals, drills, competitive activities
- Adaptability to teach according to various skills of students
- Excellent communication skills, ability to work both independently and as part of a team
- Experience working with children
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff

Essential Functions:

- Help coordinate all tennis activities including teaching lessons, overseeing tournaments and mentoring tennis instructors. Fills in for Tennis Manager when they are unavailable
- Assist in conducting classes for the 9-week CSA season - Monday - Friday as listed below. Teach tennis skills and techniques appropriate for each age group
 1. Adult (age 18+)
 2. Peewee's (ages 4-6)
 3. Beginners (ages 7-9)
 4. Intermediates (ages 10-12)
 5. Advanced (ages 13 and up)
- Emphasize the importance of good sportsmanship and fair play
- Ensures that courts and nets are in good condition, including sweeping sand and debris from the courts. Reports any maintenance problems to the Tennis Manager
- Enforces CSA rules and regulations governing the use of the courts and tournament play
- Arrange for a substitute should the need arise. The Managing Director and Tennis Program Manager will negotiate the substitute's compensation and arrange for payment of same
- Assist with taking attendance of the participants at each tennis lesson
- Assist with the scheduling and implementation of the CSA tournaments is carried out with proper staff oversight

Physical Requirements: While performing the duties of this job, the incumbent is regularly required to talk and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, and jumping. The incumbent must be able to play and/or teach tennis for long periods of time (3.5 hours or more); must be able to lift heavy objects, up to 50 lbs. Specific vision

abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.