

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)
TENNIS PROGRAM MANAGER**

Reports to: Managing Director

Supervisory Function: Tennis Staff (2-4)

Purpose: Accountable for all aspects of the CSA tennis program – includes teaching lessons, scheduling and oversight of tournaments, maintenance and safety of courts.

Job Type: Seasonal / Part Time during 9-week CSA summer season (mid-June – mid August); approximately 10 hours offseason recruiting and hiring staff

Skill and Knowledge Requirements:

- 3+ years related experience as a head tennis professional/instruction; 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: In person, or by delegation to the tennis staff, ensure all of the following functions are performed:

- Ensure the training, scheduling and supervision of the tennis Instructors. Provide mentoring to staff to enhance the future of the CSA tennis program
- Conduct 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 proper inspection of the courts/facilities weekdays prior to the start of play and ascertain that all necessary maintenance has been performed and the courts are in a safe working order. Ensures that courts and nets are in good condition, including sweeping sand and debris from the courts. Reports any maintenance problems to the Managing Director
- Enforces CSA rules and regulations governing the use of the courts and tournament play
- Assist Managing Director in the hiring of tennis staff
- Work with the Managing Director and the Racquet Sports Committee to formulate or modify the tennis programs or facilities and to attend committee meetings (as needed). Recommend to the Managing Director and the committee the names of people for consideration for future tennis staff positions
- 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

- Submit approved biweekly employee time cards to office on time
- Keep attendance of the participants at each tennis lesson
- On days when weather or other factors necessitate the cancellation of classes, post the closure on Facebook CSA 411 in a timely manner to notify parents and attendees.
- Ensure that 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.

NOTE: Although private tennis lessons are not one of the responsibilities for which the Tennis Program Manager is paid by the Assembly, requests for these lessons may be accepted by the Manager when they do not interfere with the regular responsibilities of the position, for a maximum of two hours per week day using the Michigan courts. Private lessons do not have priority other than on the Lake Michigan court as specified in the general rules for CSA tennis and are subject to the same rules as everyone else.