

**TOWN OF WOLFEBORO
JOB DESCRIPTION
TENNIS COORDINATOR**

JOB SUMMARY:

Tennis Coordinator to coordinate other Instructors with lessons as well as teaching youth through adult, beginner, intermediate and advanced stroke mechanics and court strategies for tennis in an outdoor setting. This position is starting at \$12.00/hourly June-August 2017, up to 30 hours a week.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS:

The Tennis Coordinator will:

- Supervision and lead tennis instructor.
- Provide training and instruction in tennis techniques to both youth and adults.
- Teach and monitor proper use of equipment.
- Inspect equipment daily for repairs.
- Keep attendance records on all participants.
- Submit orders and requests for equipment and supplies when needed.
- Oversee in the planning and organization of the lessons, prior to the start of lessons.
- Ensure a safe and fun environment that promotes enjoying the sport for exercise and fun.
- Evaluate tennis instructors and current sessions and make suggestion for following sessions.

Minimum Qualifications, Training, or Experience to Start:

- Possession of a valid New Hampshire driver's license.
- High School diploma or GED equivalent.
- Strong knowledge of the game of tennis.
- Ability to supervise staff and participants.
- Pass a background check.

Physical Requirements: While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, communicate, reach and manipulate objects. The position requires mobility. This position requires proficient tennis ability.

Interested applicants should send a resume to parksdirector@wolfeboronh.us or call 603-569-5639.