



## **JOB DESCRIPTION**

### **JOB INFORMATION**

**Title:** Youth Coach - Tennis  
Part-Time I - Hourly

**Classification:** Seasonal Employee - Non-Exempt

**Hourly Range:** Determined on an annual basis by the Board of Park Commissioners

**Supervisor (s):** Head Tennis Professional / Capital Racquet and Fitness Center Facility Specialist

### **JOB SUMMARY**

Responsible for the instruction of Bismarck Parks and Recreation youth tennis programs and following policies and procedures for its effective operation.

### **RESPONSIBILITY/ACCOUNTABILITY**

Worker is directly accountable for own actions or inaction.

Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

### **JOB DUTIES AND TASKS**

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.*

### **ESSENTIAL FUNCTIONS**

Worker must possess the capability to lift and carry objects up to 30 pounds alone or heavier lifting with other employees.

Knowledge of basic tennis rules and strokes.

Ability to create age-appropriate tennis lesson plans with the provided online and written instruction materials.

Ability to effectively communicate verbally and in writing.

Ability to work varied hours to include early mornings (summer only) and evenings.

Ability to establish and maintain positive and effective working relationships with supervisor, facility staff, participants, and parents.

7/29/2022

Worker will represent the Bismarck Park District in a positive manner at all times.

**OTHER DUTIES**

Responsible to understand and follow the standard operating procedures outlined in the employee manual.

Worker is to inform supervisor prior to running out of supplies and/or equipment.

Staff is representing the Bismarck Park District on and off the job when on the Park District payroll – Staff are asked not to wear staff shirts or uniforms in any non-tasteful establishments or manner.

**JOB SPECIFICATIONS**

Capability to lift and carry objects up to 30 pounds alone or heavier lifting with other employees.

Certifications in CPR/ AED preferred.

Must be able to read, understand and interpret USTA tennis instruction manuals.

**WORKING CONDITIONS**

Worker is required to be on time. Absences must receive prior approval of supervisor. Work may involve close supervision.

Work is primarily indoors (during fall/ winter) and outdoors/indoors (summer) but must be able to work in all weather conditions and is subject to frequent interruptions.

Position requires a positive attitude and effective cooperation with the participants, parents and public.