



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER KALAMAZOO POSITION DESCRIPTION

Job Title: **Tennis Youth Progression Coordinator**

Pay Rate: **\$20.00 - \$25.00 Per Hour on Court, Depending upon Experience**

Program Hours: **Part-Time, with the Possibility of Moving to Full Time
Monday – Thursday Evenings and Saturday Mornings**

POSITION SUMMARY:

Organize, oversee, and teach tennis activities designed to meet the interest and the physical ability and development of each student, specifically youth progression ages. The Youth Progression Coordinator ensures program quality and assists with day-to-day operations, administrative duties, program function and program development. Develop positive relationships with parents by educating them on tennis rules including scoring, playing opportunities and tournaments.

ESSENTIAL FUNCTIONS:

1. Lead, Manage, and Hold Staff Accountable in the Youth Progression program throughout the Association.
2. Instruct all tennis classes in accordance with YMCA policies and procedures.
3. Direct USTA and in-house green, orange, and red ball tournaments.
4. Create match play opportunities for 10 and under players.
5. Maintain accurate records.
6. Help develop and/or foster relationships with players and coaches.
7. Lead and assist with programs in other areas of the department.
8. Effectively communicate to staff and students regarding class times, changes to location and level. Return all member and non-member inquiries within 24 hours.
9. Further education. Stay current with tournament rules, teaching styles and parameters.
10. Maintain safety of tennis courts and surrounding area, including care of equipment
11. Promote Youth Tennis throughout the community.
12. Create and manage association youth progression budget.
13. Work special events as assigned.

YMCA COMPETENCIES (LEADER):

Mission and Community Oriented: Accepts and demonstrates YMCA values. Work effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrate a desire to serve others and fulfill community needs. Recruit volunteers and build effective, supportive working relationships with them.

People Oriented: Seek first to understand the other person's point of view and remain calm in challenging situations. Build rapport and relate well to others. Listens for understanding and meaning; speaks and writes effectively. Take initiative to assist in developing staff.

Results Oriented: Strive to meet or exceed goals and deliver a high-value experience for members. Embrace new approaches and discover ideas to create a better member experience. Make sound judgments, and transfer learning from one situation to another. Establish goals, clarify tasks, plan work and actively participate in meetings. Support fundraising. Follow budgeting policies and procedures and report all financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursue self-development that enhances job performance. Demonstrate an openness to change and seek opportunities in the change process.

QUALIFICATIONS:

1. Minimum of 2 years tennis instruction experience.
2. National Tennis Rating Program (NTRP) skill level of 4.0 minimum (on a scale of 1-7).
3. Current USPTA or USPTR certified.
4. CPR and AED certified.
5. Relates well with youth.
6. Able to teach tennis skills to participants of varied abilities and diverse backgrounds.
7. Excellent interpersonal and problem-solving skills.

PHYSICAL DEMANDS:

Frequently stands, runs short distances, walks, uses hands, talks, hears, reaches with hands and arms, climbs, balances, stoops, kneels, crouches, or crawls. Occasionally sits. Regularly lifts up to 10 pounds and occasionally lifts up to 50 pounds. Running, walking, and standing for consecutive hours without breaks.