



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER KALAMAZOO JOB DESCRIPTION

Job Title: Tennis Instructor (part-time)

Revision Date: March, 2022

Pay Range: Depending on experience and certifications

Certified Instructors--\$15-\$20/hour on court and \$27-\$28/hour lessons

Non-Certified Instructors--\$10-\$14/hour on court and \$19-\$26/hour lessons

****FREE FAMILY MEMBERSHIP AND STAFF DISCOUNTS****

****CHILDCARE AVAILABLE WITH EXTENDED HOURS****

POSITION SUMMARY:

The Tennis Instructor (part-time) will instruct tennis lessons and assist with tennis classes in accordance with established YMCA policies and guidelines, ensuring the highest level of quality. This person will provide opportunities to build small communities of members who develop great commitment to the YMCA.

ESSENTIAL FUNCTIONS:

The listed functions are representative of the attributes necessary for successful performance of the position. Substitution of comparable training or abilities, as well as reasonable accommodations for persons with disabilities, will be taken into consideration.

1. Instruct all YMCA tennis classes using the YMCA policies and guidelines.
2. Conduct individual and group lessons.
3. Maintain accurate class attendance records.
4. Assist with completion of student progress reports.
5. Maintain accurate time sheets.
6. Work special events as assigned.
7. Help maintain tennis courts (indoor, outdoor, and surrounding areas). Maintain care of equipment as specified in standards of performance.
8. Comply with personalized standard of performance worksheet.
9. Make necessary phone calls as assigned.
10. Attend required staff meetings.
11. Build relationships with members so that they develop a long-lasting relationship with the YMCA (i.e., know members' names, track attendance, introduce self to others, etc.)

YMCA LEADERSHIP COMPETENCIES:

Mission and Community Oriented: Accept and demonstrate 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. Listen for understanding and meaning; speak and write effectively. Take initiative to assist in developing others.

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

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

QUALIFICATIONS:

1. Ability to teach tennis skills to participants of varied abilities.
2. Excellent interpersonal and problem solving skills.
3. Flexible work schedule including evenings and weekends.
4. Certifications a plus but not required.

PHYSICAL REQUIREMENTS:

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.