

**City of Alamo**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b> Assistant Tennis Instructor	<b>Approved By City Commission;</b>
<b>DEPARTMENT:</b> Parks	<b>DATE:</b>
<b>DEPT. NO.:</b> 1700	<b>SALARIED:</b>
<b>SUPERVISOR:</b> Parks & Recreation Director	<b>HOURLY:</b> XXX
<b>FULL TIME:</b>	<b>EXEMPT:</b>
<b>PART TIME:</b> XXX /Seasonal	<b>NON-EXEMPT:</b> XXX

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**JOB SUMMARY:**

Individual must have thorough knowledge of the game of tennis, scoring procedures, and tournament bracket preparation. Must possess thorough knowledge of the rules of UTSA/NJTL tennis. Individual must demonstrate excellent public relation skills and the ability to communicate effectively orally and in writing with Assistant Tennis Instructor(s) parents, and children of all ages.

**ESSENTIAL JOB FUNCTIONS:**

- Work closely with Head Tennis Instructor to coordinate facility budget and maintenance needs by maintaining an accurate inventory of equipment and supplies, keeping records regarding cost and quantity.
- Oversee and manage program registration regarding lessons, leagues, camps, and tournaments, including changes, cancellations, and refunds.
- Provide Racket Stringing Services
- Provide tennis opportunities for the economically disadvantaged.
- Responsible for all other duties as assigned by the Head Tennis Instructor.
- Keeps work area neat and clean
- Thinks and promotes “safety” at all times.

**OTHER JOB FUNCTIONS:**

- Perform other job related tasks as assigned.
- Assists on other projects and job related tasks in the department when requested.
- Assists in meeting overall program objectives, safety and quality.
- Provides quality customer service to City Staff, the general public, and all other work contacts.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

- Must be knowledgeable and capable of properly using program specific equipment, facilities, and teaching aides for teaching assigned class.
- Must be in good or excellent physical condition, mobile and agile.
- Must be alert, active, responsible and mature individual.
- Job normally requires some physical effort limited to items weighing 20-30 lbs and standing and walking from place to place.
- Sitting- to complete tasks such as paperwork, computer use, telephone calls, planning of tennis activities.
- Pushing/pulling/reaching/kneeling/ crouching/bending/twisting- to conduct tennis lesson, leagues, camps, etc. and to perform minor maintenance/clean-up duties.
- Handling/fine dexterity-to use simple hand tools, use various keys, to handle tennis equipment, and to write reports, computer input.
- Vision - To instruct and supervise tennis lessons, leagues, camps, etc. to perform written tasks, etc.

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- Hearing/talking - To teaches lessons, supervise leagues, clinics, camps, etc. to use telephone, and to communicate with co-workers.
- Running-Both straight and laterally while teaching lessons, clinics, putting on tournaments, etc.
- Employee works outdoors, irregular hours or shifts. Employee is exposed to hazards which might result in burning of the skin. Work involves normal weather changes. Work involves sitting, standing and demands physical strength and agility normally associated with sports performance.

**Equipment Machines, Materials, Tools, and Work Aids:**

General tennis equipment, tennis rackets, tennis balls, etc. Telephone, racquet stringer, copier, computer, ball machine, court equipment

**Acceptable Experience and Training:**

Certified in Community CPR and first aid required. Master Racquet Technician (MRT) or Certified Stringer (CS) preferred. Or, any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Individual must be able to deal tactfully but effectively with the general public.

**ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): \_\_\_\_\_ Sign: \_\_\_\_\_

\_\_\_\_\_  
Date