



Department: Munster Parks and Recreation

Reports to: Jill Higgins, Superintendent of Recreation

On-court Pay - \$20-\$30/hour (Pay is based on experience/background.)

Administrative Pay - \$10/hour (training staff, scheduling staff, phone calls, etc.)

Dates for position are: June 3-August 2 (off July 4th week)

Ability to work flexible hours. Programs/Camps are held Monday-Thursday. Friday is the designated rain date.

Ability to teach additionally in May, September and October is preferred, but not required.

Work cooperatively with the Superintendent of Recreation to

- ✓ Design, plan and implement summer programming (including youth programs and camps and adult programming).
- ✓ Cancel/reschedule programming due to inclement weather.
- ✓ Complete bi-weekly inventory of all supplies.

Responsibilities

- ✓ Recruit, hire, train and discipline seasonal staff.
- ✓ Manage internal and external communications in all areas of the tennis department.
- ✓ Educate players on the importance of correct technique and sportsmanship.
- ✓ Create a safe and inclusive environment for players to learn and grow.
- ✓ Provide guidance and support to all staff members to ensure they are trained in proper teaching techniques.
- ✓ Maintain accurate records of attendance, progress and program evaluations.
- ✓ Implement and maintain excellent customer service and communication.
- ✓ Ensure all programs are staffed appropriately.
- ✓ Helps to market upcoming programs and camps.
- ✓ Ability to work in different weather implements.
- ✓ Understand the Town of Munster lightning detection system and when to shelter.

Experience

- ✓ Proficient to expert level in play.
- ✓ On court teaching experience required for youth/adult.
- ✓ Minimum of 2 years of experience within a leadership role.
- ✓ Ability to demonstrate and teach skills comfortably on the court.
- ✓ Must be reliable, multi-tasker, hard worker, detail-oriented and energetic.
- ✓ Must maintain a high level of customer service, professionalism, patience and organizational skills.

Preferred, but not required

- ✓ Partnership with USTA
- ✓ First Aid, CPR, AED certification valid through 2024

In addition to submission of your resume, please include 2 references. If you do not have any tennis positions on your resume, please include your experience on your resume.