

City of Clinton
Job Description

JOB TITLE: Tennis Coordinator

Exempt (Y/N): No	Salary Level/Range:
Location: Brighton Park	Shift: F/T 8 hour with evenings & weekends
Supervisor: Director of Parks and Recreation	Department: Parks and Recreation

SUMMARY: Direct, implements and supervises the operations of tennis and services and programs for the City of Clinton Parks and Recreation Department. Plans, initiates, organize, and supervise a diversified program of tennis services for both youth and adult. Coordinates tennis services of the Department in relationship to individuals, teams and leagues. Will serve as liaison between tennis associations, league officials, and Parks Department for various tennis programs. Supervises, trains, and advises volunteers and personnel for officials, scorers and leaders for tennis programs. Additionally, responsible for scheduling pickleball court rentals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists and recommends in preparing and managing the tennis department budget in all tennis areas including personnel, supplies, services, and capital.

Serve as primary point of contact for all tennis services, programming, tournaments, etc.

Be on-site contact for all tournament dates on schedule.

Directs problem solving for the public and staff personnel.

Recommends and assists in Policy and Procedures Development.

Directs and manages all potential and future subordinates in the daily, weekly, monthly and seasonal delivery of tennis services

Handle on-line registration, court reservations and structure of program implementation for the public. Coordinate plan for outreach with Director of Parks and Recreation.

Work with proper teams and league officials in the organization of rules and regulations for program, schedules and relative action for specific programs.

Maintains a complete record system of activity conducted, participation, results of league contest, and recommendation of changes or expansion of various programs.

Responsible for the overall administration, direction, coordination, and evaluation of tennis programming, events, and clinics.

Works well with maintenance staff and able to supervise on task responsibilities with maintenance personnel.

Delegate work responsibilities with volunteer associations and individuals.

Implement new innovative programs and activities for the citizens of Clinton.

Responsible for the promotional aspects for programming and functions for tennis services.

Any responsibilities and duties as assigned by Director.

SUPERVISORY DUTIES: Manages potential and future seasonal employees and volunteer associations/organizations. Responsibilities include interviewing, training, assigning, evaluation, and directing work of each employee.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A graduate of an accredited 4 year college or university in Parks and Recreation Administration or related area, or two years related experience and/or training; or equivalent combination of education and experience.

- General knowledge of tennis rules and etiquette and USTA tournaments and programming.
- Previous experience running USTA sanctioned tournaments.
- Knowledge of USTA Serve Tennis or willingness to receive training on Serve Tennis.
- Knowledgeable in USTA Rules and Regulations.
- Ability to work with diverse constituencies, both internal and external to the city of Clinton

Certifications, Licenses and Registration: A valid MS Driver's License is required. Certifiable in basic first-aid/CPR/AED and in youth sports certifications. Certifiable through USTA preferred, or must be obtained within one year of employment.

Language Skills: Exceptional communications skills and work-ethic required. Ability to read, analyze, and interpret documents, reports, and related materials. Ability to communicate and respond to inquiries, complaints, and problems from citizens. Ability to speak in public and to provide effective customer communications. Ability to communicate and present information to volunteer groups, city council, and special interest groups.

Mathematical Skills: Ability to add, subtract, multiply and divide. Ability to format algebraic formulas and percentages. Understand and apply basic accounting principles and practices.

Reasoning Ability: Apply principles of logical thinking to define and solve problems or refer problems to appropriate supervisor; exercise judgment and discretion with regard to city and department policies and procedures; work with little to no supervision.

Other Skills: Ability to interpret all athletic and recreation programming skills, rules and procedures. Ability to operate modern office equipment including; calculator, fax, copier, computer, typewriter and video project, equipment in relation to field prep work and field measurement.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, which do not create undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers in correspondence and communication. On occasion, required to stand, walk, sit, reach with hands and arms, climbs or balance, stoop kneel, and crouch. Occasionally must lift or move up to 75 pounds. Specific vision abilities required include close, distance, depth, perception, and ability to adjust focus.

Performing the job duties would require physical condition appropriate to the performance of assigned duties and responsibilities, which may include: walking, standing, sitting, running for extended periods of time.

Willingness and ability to carry and transport sports equipment as needed.

Willingness and ability to travel to various park sites.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works around in an inside office equipment, large crowds, and outdoor areas in all type weather conditions from rain to cold to extreme heat. Employee could be exposed to fumes or airborne particles and toxic chemicals.