Job Description

Job Title:	Tennis Aide
Department:	Parks and Recreation
Reports to:	Tennis Coach/Assistant Tennis Coach
FLSA Classification:	Non-Exempt
Effective Date:	03/22/2024
Job Summary:	Instructs children the correct way to play tennis and participate in tennis tournaments. Work involves daily contact with the public. Works under close supervision, with some latitude for the use of initiative and independent judgment.
Essential Job Functions:	Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed in this position. a. Individual is responsible for assisting in fund raisers and tennis tournaments as deemed necessary, for the purpose of attending State tennis meets and events. b. Execute schedules for practices for all participants. c. Teach fundamentals of tennis and pre-match warm ups to children of all ages. d. Assists in the organization of tennis tournaments and out of town events with local Parks and Recreation Department, coaches and organizations within the community. e. Enforces and follows facility and safety regulations. f. Communicates patron concerns and safety issues to management. g. Attends required meetings and trainings. h. Performs related work and reports as assigned.
Conditions of Employment:	a. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration. b. Applicant must take and pass a pre-employment drug test administered by the City of Mission at the City's expense. c. Must have a current valid class "C" driver license from the Texas Department of Public Safety with a satisfactory driving record. d. Bilingual English/Spanish Preferred.
Required Education:	Pursuing high school diploma, G.E.D. or equivalent.
Education Preference:	Not Applicable
Educational Substitute:	Not Applicable
Required Work Experience:	Experience in the area and rules of UTSA/NJTL tennis.
Experience Preference:	Not Applicable
Supervisory Experience Requirement:	Not Applicable

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Required Knowledge, Skills, & Abilities	a. Knowledge of the game of tennis, scoring procedures, and tournament bracket preparation. b. Normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. c. Work requires the use of standard technical skills appropriate to the work environment of the organization. d. Intermediate computer skills. e. Ability to operate job-related equipment. f. Customer service skills.
Equipment Materials:	General office and safety equipment/materials to include but not limited to the following: • General Tennis Equipment • Copier/Fax Machine/ Printer/Scanner • Ladder/Step Stool
Work Conditions:	The individual works outdoors. The job has no significant hazards and the physical demands are low.
Physical Demands:	The job has no significant hazards and requires little physical demands including bending and twisting. Duties involve working with lightweight materials, and/or using force equal to lifting up to 25 pounds. Must be able to stand for long periods of time.
Mental Demands:	While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple tasks; work with constant interruptions; and interact with staff and the public.
Authorization:	I have reviewed this description and understand the requirements and responsibilities of the position. _____ _____ _____ Date Print Name Signature of Employee The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.