



## Job Description

Job Title:	Tennis Coach
Department:	Parks and Recreation
Reports to:	Athletic Supervisor
FLSA Classification:	Non-Exempt
Effective Date:	03/22/2024
Job Summary:	Provides tennis instruction and preforms and coordinates tennis tournaments and events with the Mission Parks and Recreation Department and performs any other duties effectively and assign Assistant Tennis Coach to perform requirements of position. Work involves overseeing and maintaining assigned facility and park dealing with the general public, maintaining safety of members, public and staff, maintaining a high profile in the community and supervising participants in recreation and education activities. May supervise work of others and serve as a lead worker providing direction to others.
Essential Job Functions:	<p>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 by any single incumbent in this position.</p> <ul style="list-style-type: none"><li>a. Prepare and organize registrations, supplies and special events.</li><li>b. Maintain facilities and monitor park and building for safety.</li><li>c. Must attend in-service and weekly staff meetings.</li><li>d. Assist in implementation of Community Recreation Programs.</li><li>e. Creates schedules.</li><li>f. Assist in team sports practices and tournaments.</li><li>g. Assist in implementing special events.</li><li>h. Perform physical and manual work.</li><li>i. Plan and coordinate activities with supervisor and co-workers.</li><li>j. Prepare for and attend staff meetings as needed.</li><li>k. Must assist other staff as assigned.</li><li>l. Implement programs assigned.</li><li>m. Requires knowledge of equipment operations and safety procedures.</li><li>n. Familiarize him/herself with city rules, regulations and policies etc.</li><li>o. Perform other duties as assigned and required.</li></ul>
Conditions of Employment:	<ul style="list-style-type: none"><li>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.</li><li>b. Applicant must take and pass a pre-employment drug test administered by the City of Mission at the City's expense.</li><li>c. Must have a current valid class "C" driver license from the Texas Department of Public Safety with a satisfactory driving record.</li><li>d. Obtain a CPR/First Aide Certification.</li><li>e. Bilingual English/Spanish Preferred.</li></ul>
Required Education:	High school diploma, G.E.D. or equivalent.
Education Preference:	Not Applicable
Educational Substitute:	Not Applicable
Required Work Experience:	Two (2) years experience in the area of tennis.
Experience Preference:	Preferred some professional work experience in the Parks & Recreation Field or equivalent.



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Supervisory Experience Requirement:	Not Applicable
Required Knowledge, Skills, & Abilities	<ul style="list-style-type: none"> <li>a. Prefer individual have own transportation</li> <li>b. Knowledge of the game of tennis, scoring procedures and tournament bracket preparaton.</li> <li>c. Must be able to work under pressure and meet deadlines.</li> <li>d. Ability to understand and follow instructions and directions.</li> <li>e. Good public relations and customer service skills.</li> <li>f. Learn and become knowledgeable with departmental and city rules/regulations.</li> <li>g. Bookkeeping and management skills.</li> </ul>
Equipment Materials:	<p>General office and safety equipment/materials to include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Computer</li> <li>• General office equipment</li> <li>• Athletic recreation games</li> <li>• Art &amp; crafts equipment</li> </ul>
Work Conditions:	Individual works indoors and outdoors to implement and supervise programs and special events for the community. The job has no significant hazards and the physical demands are low.
Physical Demands:	The job has some significant hazards and the physical demands are moderate. Duties involve working with lightweight materials and/or using force equal to lifting/or move up to 20 pounds.
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:	<p>I have reviewed this description and understand the requirements and responsibilities of the position.</p>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Date</span> <span>Print Name</span> <span>Signature of Employee</span> </div> <p style="margin-top: 10px;">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.</p>