

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9602

TENNIS CLINIC PROGRAMMER

NATURE OF WORK

This work involves the organization and implementation of the youth tennis “Learn to Play” program.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Organizes the “Learn to Play” program and conducts orientation for instructors prior to the program’s beginning.

Oversees the performance of the instructors and substitutes for those who are absent.

Monitors time cards, time sheets, and attendance records of the instructors.

Plans and arranges end of season tournaments.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the rules and play of the game of tennis.

Knowledge of the arranging of tournaments.

Ability to play the game of tennis.

Ability to coordinate tennis instruction programs.

Ability to provide instructions to and set up drills for participants of all ages and ability levels.

Ability to score, referee, and judge tennis matches.

Ability to communicate effectively with co-workers and the public.

Ability to understand written and oral instructions.

Ability to move about the facility 75 to 100% of the work day.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to tennis sites throughout the City during the course of the work day.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Tennis Racket and Balls
Tennis Net, Posts, Straps, and Bands