

CITY OF OMAHA PART-TIME/SEASONAL JOB DESCRIPTION

No. 9603

TENNIS PROGRAMMER – NON DRIVING

NATURE OF WORK

This work involves assisting the Tennis Coordinator in the overall operation of the programmed tennis facilities.

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 the order of importance or frequency of performance.)

Plans, arranges and conducts programmed activities, and special events ensuring that they are conducted in a safe manner and according to policies.

Registers and takes attendance of all participants involved in facility.

Sign in tennis players to specific courts and times, collects court fees, and report patrons who reserve court time but do not appear to use the court.

Instructs participants according to weekly lesson plans, conducting drills in specific tennis skills such as forehand, backhand, lob, serve, and volley.

Responds to inquires from patrons at the center and those telephoning, providing information regarding tennis programs, court times, league arrangements, and tournaments.

Supervises the participants and maintains order both on and off the court.

Assists the Recreation Coordinator in over all operation, maintaining budget guidelines, and supervising subordinate employees.

Maintains courts as needed.

Perform light custodial duties in and around the facility may include shoveling snow.

Prepares and maintains daily financial accounting reports, deposit slips and other daily records.

Secures the building according to specified procedures.

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.

Ability to read Draw Sheets and determine time of play.

Ability to play the game of tennis.

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

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.

Ability to make correct change, receive fees, and operate a cash register.

EQUIPEMENT 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 qualification.)

Tennis Racket and Balls

Tennis Net, Posts, Straps, and Bands

Cash Register

Calculator

Roll Dry

Net Crank

Teaching Aids including portable nets.

Ball Hopper

Court Cleaners

Vacuum Cleaner

Shovel

Power Washer

Lawn Mower

Other assorted maintenance tools as needed.