

## **Tennis Instructor**

The Town of New Milford Park & Recreation Department is seeking qualified candidates for the position of Sports Coordinator (Tennis Instructor). Candidate should have experience in tennis instruction, be at least 18 years old and will be responsible for teaching different levels of tennis lessons. Spring Lessons are on Saturdays and Summer Lessons are weeknight evenings. Send resume and application to Greg Bollaro, Director of Personnel: 10 Main St. New Milford, CT. 06776 EEO. **No fax responses.** See full job description below. **Closing date for applications: December 15, 2017.**

### **TOWN OF NEW MILFORD**

#### **JOB DESCRIPTION**

#### **Parks and Recreation Sports Coordinator (Tennis Instructor)**

#### **GENERAL STATEMENT OF DUTIES:**

To assist with the development and to supervise and evaluate sports for the Department. To instruct youths and adults in a specific sporting event.

#### **SUPERVISION RECEIVED:**

**Under the direction of the Parks and Recreation Director and the Assistant Parks and Recreation Director.**

#### **GENERAL DUTIES:**

- Instructing youths and adults in the fundamentals of a specific sport.
- Train, supervise and evaluate coaches, officials and scorekeepers.
- Administer First Aid as needed.
- Be aware of the risk management plan to include emergency training and response, injury prevention, incident and accident forms.
- Help to develop marketing plan to include Parks and Recreation brochure information, posters, public service announcements, newspaper articles, online scheduling, etc.
- Assisting in the development of a comprehensive evaluation plan for making improvements to each program.

- Assist with the ordering of supplies, shirts and awards for the program as needed. Schedule games, practices, and special events and cancellations.
- Adjust and distribute program rules as needed.
- Provide front office staff with all information pertinent to programs.
- Work with Director and Assistant Director on developing ideas for additional programs.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must possess experience and vast knowledge of the sport you are instructing.
- Must possess excellent organization and communication skills.

**EDUCATION, TRAINING AND EXPERIENCE:**

- High school diploma or GED
- First Aid and Adult/Child CPR certifications required.
- **Must possess or have ability to obtain a CT Driver's license.**
- **Experience with sports league administration preferred.**

**(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)**

**The Town of New Milford is an Equal Opportunity Employer.**

Approved by Town Council – May 2002

**Updated**