



<b>Department:</b>	<b>St. Mary's County Recreation and Parks</b>
<b>Division:</b>	Recreation
<b>Position:</b>	Seasonal Program Director I: Tennis Camp Instructor
<b>Rate:</b>	R17/10 \$19.93 Hourly
<b>Job Location:</b>	Locations vary across the county
<b>Hours:</b>	Part-time, varies June-August

**Supervision:**

Supervisor: Sports Coordinator

**General Statement of Duties:**

Instruct youth tennis summer camp. Must enjoy working with children ages 6 to 13. Must know the rules of tennis and have previous tennis coaching experience. Ability to communicate effectively with children and parents.

**Essential Responsibilities:**

- Arrive at the court 30 minutes prior to camp
- Setup and take down of equipment for camp
- Take daily attendance
- Ensure safety of children
- Follow department guidelines
- Plan and run tennis camp activities/games
- Report any problems or incidents to the Sports Coordinator immediately
- Be alert and always pay close attention
- Instruct children in hitting, serving, footwork and volleys

**Job Specifications:**

*Required knowledge and skills:*

- Advanced knowledge of teaching tennis
- Experience coaching youth tennis (3-5years minimum experience preferred)
- Good public relation skills
- Ability to work with children ages 6 to 13
- First Aid and CPR Certified is recommended
- Successfully complete Background Check

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include

close vision, distance vision, peripheral vision, and ability to adjust focus. Work is preferred outside in varying weather conditions.

**Additional Requirements:**

An acceptable general background investigation to include a Federal, local and state criminal history, and a sex offender registry check.

*Benefits to working for Recreation and Parks:*

- Voluntary benefits include a supplementary retirement savings plan and flexible spending account plans (dependent on working required number of hours) as well as employee assistance program.
- Health and sick leave benefits may be provided for positions working required total hours.

**To Apply:** Complete the Recreation and Parks application form found at [www.stmaryscountymd.gov/docs/jobapplication.pdf](http://www.stmaryscountymd.gov/docs/jobapplication.pdf)

Positions are open until filled.

**Contact:** Zachary Zalovick Sports Coordinator, 301-475-4200 ext. 1830, [zachary.zalovick@stmaryscountymd.gov](mailto:zachary.zalovick@stmaryscountymd.gov)