

# Camp Dudley

## Tennis Instructor Job Description

Job Title: Tennis Instructor  
Reports to: Head of Athletics

### Position Purpose:

To further the mission of Camp Dudley through the development and delivery of a tennis program that is safe, fun, and appropriate to the campers' ages and abilities. Provide management to the physical operation of the tennis facility and equipment. Oversee JLs, ALs, and Leaders during their time assisting in tennis programming.

### Essential Job Functions:

1. Develop and deliver a tennis program that is appropriate for the age and ability of the campers
  - ♦ Write lesson plans that meet Dudley's tennis curriculum and help improve the abilities of the campers.
  - ♦ Lead Tennis Majors for all divisions.
  - ♦ Evaluate abilities of campers.
  - ♦ Deliver progressive tennis activities as part of the tennis instruction.
  - ♦ Evaluate the success of the tennis program and deliver an end-of-season report to the Head of Athletics outlining successes and areas for improvement.
  - ♦ Coordinate Sunday Tennis program including sign-ups, altering Program Director to transportation needs, coordinating with the Chief Nurse, and finding chaperones.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
  - ♦ Oversee Leader, AL, and JL training for assisting in the Tennis program.
  - ♦ Ensure all campers, Leaders, and staff follow safety procedures.
  - ♦ Review/Implement range rules.
3. Management and care of the physical facilities and equipment in the Tennis program area
  - ♦ Oversee the maintenance of Tennis equipment including clubs, Tennis cart and ball hopper, range mats, dividers, etc.
  - ♦ Coordinate check-in, safe keeping, and check-out of campers' clubs
  - ♦ Ensure the security of the Tennis equipment and range when not in use and ensure range is off-limits to bystanders when in use.
  - ♦ Conduct daily check of area and equipment for safety, cleanliness, and good repair.
  - ♦ Clean Tennis range daily, keeping it free of hazards and debris.
  - ♦ Coordinate with Plant & Property Director to ensure that all maintenance issues are addressed in a timely manner.

### Other Job Duties (if not also a Cabin Leader):

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions.
- ♦ Assist in the planning and delivery of any special events.
- ♦ Participate in night duty as assigned.

### Relationships:

The Tennis Instructor will work closely with the Program Director and Plant & Property Director. In addition, the Tennis Instructor will work closely with Leaders, ALs, and JLs with specific regard for their role as support during Tennis Majors.

### Equipment Used:

The Tennis Instructor will be responsible for making sure that equipment needs are met for Tennis programming and working with the Program Director to make repairs or order equipment. In addition, he/she will need to learn safe handling of assigned heavy-duty work vehicles.

### Qualifications:

- ♦ Documented experience in Tennis instruction.
- ♦ Current certification in first aid and CPR.

### Knowledge Skills and Abilities:

- ♦ Training and experience in teaching Tennis to children.
- ♦ Experience in setting up, securing, and maintaining Tennis equipment.
- ♦ Desire and ability to work with children outdoors in varied conditions.

### Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers, Leaders, and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Willingness to live in a camp setting and work irregular hours delivering program in the facility available.