



Position Summary

To provide tennis instruction at the IURSTC for both recreational and competitive players. These include private, semi-private, and group lessons. Help in promoting the game of tennis to the Bloomington community, the faculty, and students at Indiana University.

Specific Duties and Responsibilities

- Provide private, semi-private, and group instruction for beginning through advanced skill levels.
- Attend instructional training sessions presented by the Head Pro involving teaching techniques, grips, progression, drills, and a standardized teaching methodology.
- Read and follow all instructional and operational procedures outlined in the instructional manual
- Help enforce all rules and regulations governing the use of the facility, PIC policies, equipment and all other property.
- Assist with communication and administrative duties, which relate to membership, athletic coaches, management and other instructors.
- Work directly with the IURSTC Director and MSA staff in the area of communication, administration and operational procedures.
- Assist with special events as needed.
- Help in promoting tennis to the Bloomington and surrounding communities; this includes conducting complimentary instruction to adults and juniors.
- Must hold or pursuing a B.A. or B.S. degree from accredited school.
- Must be available for at least 10 hours a week.
- Perform other duties as assigned.

Qualifications

- Good organizational and time management skills
- Attention to detail
- Flexible schedule
- High school education
- Minimum NTRP rating of 4.0
- Experience teaching tennis
- Good verbal and written communication skills
- Knowledge of Microsoft Office
- Ability to show tactfulness when dealing with members and diverse personalities