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

Starting Pay Rate: $12.40/hour with potential merit salary increases on a semesterly basis