

## **TENNIS PROGRAM COORDINATOR**

### **PURPOSE AND NATURE OF WORK**

Plans, oversees, administers, promotes and participates in all tennis activities as well as facility maintenance, for the Department of Parks and Recreation. Incumbent recruits, trains and is assisted by volunteers, participants, and part time employees, and reports to the Programs and Maintenance Manager, and has no formal supervisory responsibilities.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Note: All tasks may not be listed, nor are all tasks listed necessarily performed regularly.)

Plans and organizes leagues for men, women; publicizes and promotes participation. Attends and participates in events such as tournaments two to three weekends per month. Recruits volunteers, assists leagues with their officials and training. Opens center, assures facilities are clean and maintained, collects fees, assures proper personnel present at facilities. Reports maintenance needs to maintenance personnel of the Department, assists with preparation of specifications and bid packages for contracted construction and maintenance, including contract specification, engineering plans, cost estimates, bid evaluations and inspection. Prepares media releases, newsletter, performs public relations, and email to interested persons. Plans, organizes and schedules tennis clinics, works with schools and encourages interest in tennis. Keeps abreast of United States Tennis Association activities, promotes Lafayette as a tournament site. Prepares draft budget request for the Tennis section.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of the sport of tennis, its rules, facilities and equipment requirements.

Knowledge of the Lafayette City-Parish Government's parks, centers, and tennis facilities, as well as the leagues and organizations supporting the sport of tennis.

Knowledge of maintenance and construction methods pertaining to tennis courts.

Ability to participate in the sport and to officiate.

Ability to work nights, weekends and to adjust working hours as directed.

Ability to communicate effectively, orally and in writing, including electronically; to engender and maintain interest in the Department's tennis program.

Ability to form and maintain effective working relationships with participants, public, management and elected officials.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Completed college in recreation related field, supplemented by professional certifications and prior working experience as a tennis professional and coordinating successful recreational tennis programs, or an equivalent combination of education and experience.