

**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

---

**Position Title:** Sports Instructor (TENNIS)      **Department:** Programs  
**Reports To:** Sports Director      **Salary Range:** \$10.00-17.00  
**Last Updated:** February 2010

**Position Summary:** A sports instructor teaches fundamental sports skills in either a class or clinic setting. The instructor develops an instruction course and is responsible for conducting the class/clinic, facilitating a positive learning environment and accurately documenting the participation in the program.

**Qualifications:**

Must possess initiative and problem solving skills. Must be able to interact in a productive manner with customers. Must be 18 and have a valid drivers license. Should maintain certifications in CPR, AED, and first aide. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Develop a sports instruction program that will fit within the time parameters given. Sports Director will review and approve program prior to class/clinic.
2. Organize activities around schedule assigned to him/her by the Sports Director.
3. Take an accurate daily attendance report and record it on the proper form. Submit a monthly attendance report at the end of each month.
4. Submit an evaluation report at the end of the program to help the Sports Director determine the level of success of the program.
5. Work all dates pertaining to the program.
6. Carry out all duties assigned by the Sports Director relating to the program.
7. Ensure that facilities and equipment are properly maintained and assure proper order before, during and after every class/clinic.
8. Submit a time sheet to the Sports Director at the end of each pay period (every two weeks).
9. Responsible for all sports equipment checked out to the instructor by the Derby Recreation Commission.

10. Make sure all minors have been picked up by their parents or have left safely before instructor leaves the facility.
11. Responsible for canceling classes/clinics and informing all participants of make-up dates and times regarding the inclement weather.

**Additional Functions:**

**Essential Job Requirements:**

**EDUCATION:** High School graduate, should have certification to train in chosen discipline from an accredited organization.

**EXPERIENCE:** Must be dependable, reliable, have computer and people skills.

**PHYSICAL REQUIREMENTS:** Need to have the ability to see and walk about. Must possess an audible voice for communication and ability to lift sports equipment as applicable to the sport instructed. Must be able to demonstrate skills to be taught in course.

**Exempt/Non Exempt    Full-Time/Part-Time    Permanent/Temporary/Seasonal**

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.