



**CITY OF LAKE OSWEGO**  
invites applications for the position of:

## **Tennis Instructors for Summer (Youth Camps &/or Adult Classes)**

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**SALARY:** \$20.00 - \$28.00 Hourly  
**DEPARTMENT:** Parks and Recreation Temp/On-Call  
**OPENING DATE:** 04/13/21

### **THE POSITION:**

Act as a Tennis Instructor for summer youth camps (weekday mornings) and/or adult classes (weekday evenings)

#### Adult Classes

Act in the capacity of co-instructor for various levels of City of Lake Oswego Parks & Recreation's adult tennis classes.

- Provide skill-appropriate instruction independently for a group of up to 8 students and teach collaboratively with other instructor.
- This is a part-time, summer position for June-August on Mon-Th evenings. Sessions are 4 weeks and are set up as M/W back-to-back (60 minute) classes and Tu/Th (90 minute) classes running from 6:00-9:00pm

#### Youth Camps

Act within a staff team of a camp director, instructors and assistants in City of Lake Oswego Parks & Recreation's Youth Tennis Camps at a six-court, outdoor facility.

- Provide age-appropriate instruction independently for group of 8-10 campers while collaborating with team of camp instructors.
- This is a part-time, summer position for 8 weekly sessions; Monday-Friday; shift is from 8:00am-11:45am. June 27 - August 19 (No camp July 4).
- The camp offers a fun environment for youth players to improve strokes, learn strategy, increase knowledge of rules and practice movement with games and drills. Camp is for ages 7-18 and all levels. Players are grouped with others of similar age and ability.

POSITIONS OPEN UNTIL FILLED

### **KEY RESPONSIBILITIES:**

- Create a safe environment that emphasizes fun, positive growth and sportsmanship.
- Develop and implement age and skill level appropriate curriculum.
- Model best practices in tennis instruction.
- Create and utilize innovative teaching methods to engage youth players of different learning styles.
- Provide efficient instruction and balanced attention to each participant.
- Communicate professionally with participants, staff, parents and general public.
- Work independently and collaboratively with teaching staff.
- Assess player's skills to determine needed areas of improvement and group placement.
- Ensure the safety of program participants. Report all accidents/incidents to supervisor. Complete and submit accident/incident reports.

- Respond to emergency situations providing immediate first aid as necessary.
- Set up and put away equipment.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Understanding and experience teaching the fundamentals of tennis.
- Proven experience working as a tennis coach or instructor.
- Certification through the United State Professional Tennis Association (USPTA) or Professional Tennis Registry (PTR) is preferred, but not required.
- Experience working with youth &/or adults in recreation/sports setting is a plus.
- First Aid/CPR certification preferred.
- Must have proficient and professional verbal communication skills.
- Ability to bring energy and focus to each class/camp day.
- Ability to make independent, safe and professional decisions.
- Willingness and ability to take initiative to address issues that arise during shift.
- Ability to work outdoors exposed to environmental elements (i.e. direct sunlight, hot or cool temperatures).
- Minimum age: 18

## **SUPPLEMENTAL INFORMATION:**

In order to be considered for the position an **on-line application** and **supplemental questions** must be completed. A resume is preferred. This is a part-time, temporary position with approximately 20 hours per week. Pay rate is determined by certification level and experience between the range of \$20-28 per hour.  
POSITION OPEN UNTIL FILLED.

Physical Requirements: Frequent repetitive motions including, but not limited to: arms, legs, hand, wrist and finger movements, reaching, standing, sitting, walking for extended lengths of time, running, speaking, hearing and seeing. Must be able to move objects up to 20 pounds of force occasionally and up to 15 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Exposure to environmental elements (i.e. direct sunlight, hot or cool temperatures).

The City is seeking a diverse pool of applicants that can bring a variety of skills, expertise and life experience to our workplace, including those who may come from a non-traditional background. The City will consider any equivalent combination of knowledge, skills, education and experience that meet the minimum experience qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. The City is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. If you need modification of the selection process in order to accommodate a disability, please make your request in writing at [hr@lakeoswego.city](mailto:hr@lakeoswego.city) and submit prior to or at the time of your application.

[jobs@ci.oswego.or.us](mailto:jobs@ci.oswego.or.us)

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## **Tennis Instructors for Summer (Youth Camps &/or Adult Classes) Supplemental Questionnaire**

\* 1. Would you like to be considered for the Adult Instructor position?

Yes  No

\* 2. Adult classes will be held outdoors, M-Th evenings at Westlake Park in Lake Oswego. Check the box for each full session you are available?

- JUNE 6-29, M/W, 6-9pm
- JUNE 7-30, Tu/Th, 6-9pm
- JULY 6-27, M/W, 6-9pm
- JULY 5-28, Tu/Th, 6-9pm
- AUGUST 1-22, M/W, 6-9pm
- AUGUST 2-25, Tu/Th, 6-9pm

\* 3. Would you like to be considered for a Youth Camp Instructor?

Yes  No

4. Youth camps will be held outdoors at Lakeridge H.S. courts in Lake Oswego. Instructors need to be available all 5 days of camp weeks (M-F) Please check each of the week-long sessions you would be available to work, if hired. Each AM session shift is typically 8am-11:45am. There is no camp July 4 .

- June 27 - July 1
- July 5 - 8 (Tu-Fri)
- July 11 - 15
- July 18 - 22
- July 25 - 29
- August 1 - 5
- August 8 - 12
- August 15 - 19

\* 5. Are you currently certified as a Tennis Instructor through United States Professional Tennis Association (USPTA) or Professional Tennis Registry (PTR)?

- Yes, I am currently certified through USPTA.
- Yes, I am currently certified through PTR.
- No, I am not currently certified.

\* 6. Are you currently First Aid/CPR certified?

Yes  No

\* 7. Describe you experience with the sport of tennis as a player and/or instructor/coach.

\* Required Question