



Philadelphia, PA (East Falls)

Community Tennis Instructor

Part-Time, Non-exempt

Legacy Youth Tennis and Education is a non-profit agency with a deep-rooted history and tradition in neighborhoods throughout Philadelphia, Chester and Camden. Legacy's mission is to prepare young people, especially those from under-resourced families and communities, for success as individuals and as active, responsible citizens through innovative tennis, education, life skills and leadership development programming. Our programs bring together tennis, fitness, nutrition, performance, character development and family engagement. Ultimately, Legacy provides opportunities for each individual to change their life trajectory through involvement in programs; building relationships with our outstanding coaches and mentors; and developing a purposeful identity of oneself and for one's future.

Position Description

The Community Tennis Instructor works in our ten-month community afterschool program located at schools and recreational centers throughout Philadelphia, Chester and Camden. Tennis Instructors must bring a high level of competency, energy and motivation to work in a community/afterschool tennis environment. More importantly, candidates must share a passion for young people. This position involves communication with families and program partners and must be able to represent the organization in a professional manner.

Key Responsibilities

Program:

- Deliver all elements of the program at your site including tennis instruction, fitness and nutrition education:
 - Teach age- and level-appropriate tennis skills; utilize QuickStart for beginners
 - Run fun, organized and well-executed practices and oversee match play
 - Enthusiastically deliver and promote non-tennis elements.
 - Co-lead with family nights, back to school night, playdays and field trips.
- Develop appropriate and supportive relationships with all participants and families.
- Actively and productively involve all participants in the program while maintaining a safe atmosphere.
- Serve as liaison between Legacy, program partners, and site contacts.
- Promptly address all disciplinary incidents or accidents and complete a written report in a timely manner.
- Transport / Chaperone participants in Legacy vans. Valid driver's license and access to a car preferred.

Administration:

- Ensure all administrative work is accurately and promptly completed:
 - Ensure all participants have completed registration forms and permission slips
 - Take daily attendance
 - Complete measurement and evaluation duties:
- Manage all aspects of daily operation of your site in a professional and efficient manner.
- Maintain all equipment and supplies; return all equipment issued to you at the completion of the program
- Actively participate in staff orientation, trainings and meetings with Legacy staff and partners
- Assist with marketing and recruitment efforts when needed.

Preferred Qualifications, Skills and Experience

- Some college preferred
- 2+ years of tennis coaching experience and or competitive tennis play required
- Certification with PTR or USPTA preferred.
- Ability to teach the fundamentals of community based tennis and manage groups effectively.
- Experience working with youth in a diverse educational/recreational environment.

Legacy Youth Tennis and Education is an Equal Opportunity Employer. Candidates are considered for employment without regard to race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, familial status, genetic information, domestic or sexual violence victim status, citizenship status, military status, status as a protected veteran or any other status protected by applicable law.