



Battery Park City Authority

POSITION TITLE: Tennis & Recreational Instructor
DEPARTMENT: Community Center at Stuyvesant High School
Job Type: Part Time / Year Round

GENERAL DESCRIPTION OF DUTIES

The Battery Park City Authority (BPCA) is seeking a dedicated and customer service oriented individual for the position of Tennis & Recreational Instructor. This position will assist with designing new recreational programs and instructing them including BPCA's *Skills Tennis 101* program. This involves executing knowledge of specific methodologies or practices for appropriate participants and utilizing appropriate techniques and progressions in order to ensure a quality product. Tennis & Recreational Instructors have a combination of knowledge, skills, experience, training, education, certification, or licensure in order to teach skills and provide an appropriate level of leadership.

Individuals in this position are responsible for instructing tennis to youth and adult groups of varying skill levels. Skill instruction may include overheads, volleys, ground strokes and serves. Individuals must demonstrate proficient tennis playing skills and have knowledge of US Professional Tennis Association techniques and skills and an understanding of the National Tennis Rating Program (NTRP). Individuals will be responsible for tracking student progress during each class session, and clearly communicating with participants and parents. Key responsibilities include instructing students in a responsible, service-oriented manner that supports a culture of safety, where an emphasis on safety and applicable risk management techniques are taught.

The goal of a Tennis & Recreational Instructor at the Community Center is to provide members and visitors with the best possible experience by giving them the tools, direction and motivation to help them succeed in their fitness quest. Education, dedication and inspiration are critical for the Instructor to deliver. A Tennis & Recreational Instructor must be committed to the members and reliable to his/her co-workers.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. Under the direction of the Community Center Foreman and Supervisor, the Tennis & Recreational Instructor shall execute the following functions and possess the following experience as follows:

- Experience teaching in a gym/studio environment
- Create and lead sequences and routines that are appropriate for class participants
- Check in with participants to ascertain any injuries or special needs
- Guide participants through a challenging and level appropriate sessions
- Foster and grow strong relationships with our members
- Respond appropriately to emergency situations arising in class
- Must be available to work at least 3 days per week including weekends
- Must possess exceptional customer service skills
- In consultation with the Supervisor and Foreman, be pro-active, support, anticipate and prepare for the

- on-going needs in all program areas. Make constructive suggestions to improve programs;
- Work as a team player with Parks Programming colleagues, working with children, teens and adults.
 - Establish good communication with the Foreman, Supervisor and other officers of the Battery Park City Authority.
 - Assist with production of special events including evening and weekend work.
 - Perform other duties as assigned

JOB REQUIREMENTS

- Understanding of principles of tennis and other recreational techniques
- Ability to work morning, evening and weekend schedule required
- Team player and a passion to build relationships with individuals
- Proactive, hands on approach, as well as a professional work ethic
- Self-motivated, highly efficient, strong attention to details
- CPR/AED & First Aid Certification required
- Be a professional, well informed, and out-going representative of the Battery Park City Authority.
- Contribute to the periodic evaluation of department programs, events, procedures and personnel.
- Dress professionally according to job requirements.
- Perform other duties such as setup and breakdown required for the execution of the program.

MINIMUM EXPERIENCE AND EDUCATION

- Bachelor's degree preferred.
- Experience working in a gym/studio, public programs or related field are highly desirable.
- Must have a demonstrated ability and enthusiasm for engaging and leading both large and small groups in athletic activities.
- Must have sensitivity to the special needs and interests of children and adults of different ages, abilities, and cultural backgrounds.
- Must be mature, self-motivated, flexible, and have a strong sense of responsibility plus excellent judgment.
- Excellent English language verbal and written communication skills are a must, 2nd languages are desirable.
- Must be well organized and have the ability to work both individually and as a team member.

Please send resumes to: HR@bpca.ny.gov

Battery Park City Authority is an Equal Opportunity Employer.