



City of Bristol

BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

TENNIS DIRECTOR – PART TIME **Park & Recreation Department**

Responsible for operations of all aspects of tennis lessons including staff and participant supervision and scheduling, evaluation and training. Maintains safety standards and practices at all times. Follows and enforces city and department policies. Ensures quality customer service to all program participants.

Duties: Supervise and schedule Recreation Leader and Tennis Instructors. Work with Recreation Coordinator to ensure program is operating in a professional and safe manner. Respond to all emergencies and reports incidents to Recreation Coordinator. Evaluate staff throughout season. Maintain records, reports and information regarding camp attendance/rosters, staff timesheets/hours worked, daily equipment and facility checks, disciplinary reports, accident reports, pick up/drop off and other reports as assigned. Assists with summer orientation and other trainings as needed. Performs other duties as assigned.

Qualifications: Requires experience working with children, and supervising and instructing tennis lessons. American Red Cross CPR and First Aid certifications required.

Work Hours, Schedule & Type: Part-time, non-bargaining, non-benefited, 15 – 20 evening and weekend hours per week.

Salary Range: \$15.50 - \$16.50/hr.

REQUIRES COMPLETED ONLINE APPLICATION:

www.bristolct.gov

Deadline: OPEN UNTIL FILLED

EQUAL OPPORTUNITY EMPLOYER