Tennis Supervisor Job Description

The NBMA is seeking a qualified individual who will conduct a safe, fun and skill-building tennis program for both children and adults of The Bay. The supervisor of the tennis program will serve as a resource for participants and staff to achieve the goals of the program and provide a sense of engagement, accomplishment and well-being for all of the participants.

Responsibilities
- Ensure the health, safety and well-being of children and adults in the program by providing close supervision of all activities
- Review and adapt the 6 week tennis lesson plan with the Director(s), including adult tennis programming such as weekly round-robin tournaments
- Delegate tasks and responsibilities to other staff and volunteers. Ensure their understanding and ability to lead drills and activities as directed by you.
- Provide sports instruction i.e. perform drills and demons pertaining to tenni
- Lead hands on activities
- Ensure all health and safety protocols are followed
- Ensure that the equipment is set up before the start of each day, and also the safe-keeping of all program materials at the end of each day
- Maintain and ensure safety of equipment and court, including leaving the site clear of debris
- Attend lessons and training on time, properly attired, and ready to work
- Communicate effectively with parents, members and staff
- Inform the director(s) of any concerns or problems regarding participants and facilities
- Maintain accurate program documentation (incident/accident, reports, attendance, staff hours
- Actively participate in training sessions, designated meetings and special events.

Qualifications
- Positive, friendly, and enthusiastic attitude
- At least one year of successful tennis instruction experience (can be NBMA tennis instructor)
- Current First Aid/CPR-C/AED certifications
- Excellent verbal communication skills
- An intermediate ability and skill level in tennis
- Other experience in supervision, athletics, coaching and instruction will be considered