



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**TENNIS PROFESSIONAL**  
(SPECIAL ACTIVITIES BRANCH)  
PARKS, RECREATION, AND TOURISM Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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## GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for overseeing and coordinating City-wide tennis instructional programs. Reports to a Recreation Program Superintendent.

## ESSENTIAL JOB FUNCTIONS

Oversees and develops City sponsored tennis programs to include City-wide instructional programs; coordinates tennis curriculum and obtaining contractual vendors to meet departmental scheduling needs. Coordinates with the Recreation Facility Rental Coordinator to schedule tennis programs to include instruction, leagues, tournaments, court rentals, clinics, and other related activities.

Monitors conditions of all tennis courts and provides maintenance recommendations as needed.

Performs other duties as assigned.

## PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## REQUIRED KNOWLEDGE

- Tennis - Thorough knowledge of the techniques and skills needed in giving tennis instructions to include tennis equipment and the maintenance of tennis courts and related facilities.
- Customer Service - Thorough knowledge of principles and processes for providing customer services.
- Safety - Thorough knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.

## REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software to complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

## **REQUIRED ABILITIES**

- **Communication** - Excellent ability to communicate complex ideas and proposals effectively so others will understand. Excellent ability to listen and understand information and ideas presented through spoken word or writing.
- **Judgment/Decision Making** - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

## **EDUCATION AND EXPERIENCE**

Requires a high school diploma and 3-5 years of tennis instruction experience to include 1-2 years experience in business operations, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local, state and sex offender registry check and a valid driver's license with acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, and crouching.
- May involve the lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (10-20 pounds).

## **SENSORY REQUIREMENT**

- Some tasks require the ability to perceive and discriminate sounds, odors, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as, humidity, temperature and weather extremes, infectious disease, or rude/irate customers.