



CCIA JUNIOR SPORTS PROGRAM

Tennis Program Director - Job Description

THE JOB:

The Tennis Program Director manages and leads the Junior Tennis Program for children (ages 4-15) at the Christmas Cove Improvement Association (CCIA). This position is also responsible for supervising, leading and training the Junior Instructors of the CCIA Tennis Program, which includes developing and putting into practice a robust instructional program that supports the growth of young players. The CCIA Junior Tennis Program teaches up to 470 participants the game of tennis throughout the 8-week summer season.

As one of two Program Directors at the CCIA along with the Head Instructors, the Tennis Program Director is highly visible to the community and oversees high school-age and college-age staff. Therefore, the Tennis Program Director must be a positive, mature and authoritative role model for the staff and a friendly, community-oriented face of the Junior Program for member families.

The position is Monday through Friday (generally 35 hours per week), and includes office and supervisory responsibilities on certain weekends, along with some off-duty time spent as needed developing lessons and meeting the needs of the tennis program. This position reports to CCIA Club Manager and is supported by Vice President of the Jr. Sports Program and the Tennis Committee. Club housing is provided for the Tennis Program Director and the other Program Director and Head Instructors.

While not part of the Tennis Program Director job description, the Tennis Program Director has discretion to run adult-oriented clinics and child and/or adult private lessons outside of work hours.

DUTIES:

- Establish and implement the tennis curriculum for all levels of players, preparing daily lesson plans that align with the tennis curriculum.
- Maintain daily attendance records and prepare end of season class placement reports for students.
- Manage two-three staff instructors, assigning responsibilities and overseeing them as they assist you in conducting classes for beginner through advanced students and in coaching the tennis team.
- Plan, organize and run intra-club and inter-club junior tennis tournaments.
- Oversee the safety, supervision and maintenance of instructional tennis courts.
- Create and uphold a positive learning environment for Club children.
- With the Sailing Program Director and Head Sailing and Swimming Instructors, plan and lead a portion of the Jr. Sports award ceremony at the end of each session.
- The Tennis Program Director participates with the Sailing Program Director and Head Sailing and Swimming Instructors in a variety of CCIA activities carried out under the direction of the Club Manager. Such activities include, but are not limited to assisting with club social events, including weekends, and CCIA opening and closing responsibilities.

QUALIFICATIONS:

- Current college competitive tennis player and/or current tennis professional with strong skills and solid teaching experience
- Experience overseeing teen or peer-aged staff in any setting
- Current USPTA certification (or equivalent) preferred
- Current Red Cross CPR/AED and First Aid certifications required
- Experience working with and motivating children of kindergarten through middle school ages
- Ability to contribute positively as a team member in a working environment and as a housemate in a living environment is essential
- Able to lead, prioritize, organize, delegate and communicate

ADDITIONAL REQUIREMENTS AND INFORMATION

* All CCIA Junior Sports Program staff are expected to participate in the Junior Program picnics, Recognition Nights and Swim Days, and to help with clambake preparation and other club activities, if needed. Also, it is important for all instructors to participate in set up and/or clean up days. The Program Director is paid by the hour for these activities.

*All CCIA staff must understand that they are role models for the younger members. Maturity, consideration, enthusiasm, discipline, skill and safety awareness are attributes needed at all times at work and after hours, particularly given the age-range of the staff and on-campus residences for the Head Instructors and Program Directors.

* Housing is provided for Head Instructors and Program Directors of Sailing and Tennis in the CCIA's instructor cottage.

LOCATION:

The Christmas Cove Improvement Association is a coastal summer community located in South Bristol, Maine approximately one hour and fifteen minutes north of Portland, Maine. Information about the club can be found at: www.cciamaine.org or on our Facebook page: www.facebook.com/cciamaine

SALARY:

Compensation commensurate with experience. A small food stipend is provided.

CONTACT:

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