



ASSOCIATE TENNIS PROFESSIONAL

Ken-Caryl Ranch Metropolitan District is a small yet diverse special district in Littleton, Colorado providing the Ken-Caryl Ranch community with a variety of recreational opportunities. We strive to strengthen community connections through exceptional park, recreation, and educational experiences.

About the Job

The Associate Tennis Professional demonstrates competency teaching private and group lessons for both juniors and adults. In addition, the Associate Tennis Professional is responsible for promoting our tennis programs, building strong relationships with clientele, and cultivating a love for tennis in all students. This is a regular part-time, non-exempt position (average of 20 hours a week) with a starting salary of \$30/hour. This position is intended to advance into variable full-time (average of 30 hours a week) once the successful candidate builds enough clientele to warrant the increase in hours. It is anticipated this will take approximately six months.

Responsibilities

Primary Responsibilities

- Teach group and private lessons to players of all ages, abilities, and experience levels and be able to challenge each level appropriately.
- Conduct junior programs, adult programs, team drills, cardio tennis, and camps such as Junior Team Tennis (JTT).
- Promote District's tennis programs, private and group lessons, as well as other Ken-Caryl programs.
- Cultivate a love and passion for tennis in students during all instruction.
- Take initiative to build, maintain, foster, and grow clientele and students.
- Stay up to date with industry teaching developments and incorporate them into teaching.
- Provide positive role-modeling and develop character of all students.
- Encourage a healthy lifestyle to all tennis clientele and students.
- Help to maintain a clean and neat facility.

Miscellaneous Duties and Responsibilities

- Keep the Tennis Supervisor informed of the status of the equipment and condition of courts.
- Give professional opinion and or advice relating to the maintenance of the tennis courts.
- Occasionally support other recreation programming including special events.
- Use proper safety precautions for all work performed.
- Attend applicable meetings, conferences, and trainings.
- Develop and maintain positive, effective working relationships with District employees, District residents, program participants, the Ken-Caryl Ranch Master Association, and the community.
- Adequately care for and maintain all District property and immediately report any damage to the Tennis Supervisor.
- Promote a positive, professional image of the District.
- Perform such other duties as may be assigned by the Tennis Supervisor.

Effective Date:
November 13, 2020

Position Closing:
December 1, 2020 or
until filled

Why Join the Ken-Caryl Team?

KCRMD recognizes that our employees' health and well-being are paramount to a thriving and productive work environment. Employees are eligible for:

- Free access to fitness center and classes
- Use of beautiful private trails for hiking and mountain biking
- Resident rates on programming
- Fun, positive work culture

Minimum Qualifications and Certification Requirements

- Certified Professional with the United States Professional Tennis Association (USPTA)
- Approved by the USTA Safe Play program
- Familiar with the USTA's youth progression pathway (ROGY)
- Minimum five years of experience teaching tennis at a professional level and/or coaching at a college level
- Possess, or ability to obtain, valid First Aid and CPR certifications within 30 days of hire
- Ability to work independently with energy and enthusiasm
- Collaborate effectively with fellow tennis professionals, administrative staff and supervisor
- Ability to stand, run, walk, sit, kneel, stoop/bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body and perform repetitive motion
- Ability to lift up to 50 pounds

Additional Information

This Job Description outlines the basic requirements, duties, and general responsibilities of the position of Associate Tennis Professional. This position is "at-will," which means the Ken-Caryl Ranch Metropolitan District ("District") may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason. The headings in this Job Description are for reference only and shall not affect its interpretation.