

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Recreation Associate- Tennis
Department: Tennis Center
Reports To: Director of Tennis
FLSA Status: Nonexempt
Salary Level: Level 9 (Part time) \$8.83 minimum - \$10.60 maximum
Prepared By: Gary Minor
Prepared Date: May 6, 2016
Approved By: Gary Minor
Approved Date:

SUMMARY

Responsible for working with the Tennis Operations Manager for the operation of the front desk. This will include working with the Tennis Professionals in a wide variety of adult and youth tennis camps, leagues and events for the citizens of Tuscaloosa County. Assist Tennis Professional with programs at activity centers, sports fields, parks, public pools and other locations throughout Tuscaloosa County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Act as a Part time Recreation Supervisor for various Recreation and Leisure Service programs.

Stand in for Tennis Operation Manager in their absence.

Assist Tennis Professionals in tennis camps, adult leagues, junior tennis, tournaments and other events

Assist with planning, working, implementing, and promoting tennis programs designed to meet the interest and needs of the community in the area of recreation.

Perform general administrative tasks for tennis activities and programs.

Work well with other PARA personnel, including sponsors, volunteers, administrative, and professional personnel to carry out tennis activities, special events, specialty camps, clinics and other programming.

Work in a team environment with other PARA personnel.

Demonstrate initiative, leadership and enthusiasm in maintaining the desired standards, interests and participation in all programs and activities.

Use tact and discretion in carrying out responsibilities pertaining to the overall tennis program.

Work closely with Tennis Professionals and Tennis Operation Manager with facility scheduling and planning of county-wide tennis programs.

Assist P.A.R.A. in promoting the importance of recreation activities with emphasis on tennis to the entire community to generate support for programs. May interpret recreation services to public and participants in community meetings and organizational planning.

Assist with revenue and fundraising activities by taking up money from the public at PARA activities, and securing financial and in-kind sponsors.

Work with the public in providing tennis programs for the community.

Administer established policies and procedures outlined in P.A.R.A. Administrative Handbook, as well as established general operating guidelines for the individual program areas.

Resolve problems by following PARA policies and procedures and using sound judgment.

Instruct classes in areas of interest or particular talents particularly with youth and junior camps and clinics

Adhere to all policies and procedures as established in P.A.R.A.'s Employee Handbook and Administrative Handbook.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

As assigned by the Director of Tennis or the Tennis Operation Manager

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED) preferred but not required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, volume and circumference.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required but prefer to have CDL certification.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision

abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

P.A.R.A is proud to be a "Drug Free Work Place."
All employees are subject to random drug screens.