



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA of Greater Syracuse Job Posting

Job Title: Tennis Professional

FLSA: Non-exempt – Part-time

Work Schedule: Work schedule will vary, up to 29 hours per week

Reports To: Program Director

Work Location: Manlius YMCA

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Program Director, the Tennis Professional will lead, manage and oversee tennis activities, events, exhibitions, tournaments and lessons. The incumbent must demonstrate strong skills in the areas of instruction and developing collaborative relationships.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

Program Development, Promotion and Member Retention

- Assist with developing an annual social, competitive and instructional program for all ages, gender and skill levels that might include; lessons, leagues, exhibitions, inter and intra tennis events, camps, charity and community based events.
- Plan, promote and execute these events to exceed member expectations; promote existing and new programs in order to see continued growth in accordance with branch goals, creating partnerships where appropriate.
- Provide and teach lessons, programs and/or clinics, etc., relating to the techniques and strategies of tennis to members and guests.
- Organize, administer and officiate at tournaments, exhibitions and events if applicable.
- Administer and enforce tennis policies and procedures regarding fair play on tennis courts.
- Ensure all members and guests receive courteous, prompt and professional attention to all of their tennis needs.
- Inspect and maintain all physical areas; assist with court maintenance, repairs and cleaning with the grounds and maintenance department.
- Develop and maintain positive relationships with members, parents and other community partners.
- Assess the inclusion of the Y's mission, values and safety guidelines in all program areas.
- Understand and consistently administer the branch and association policies and procedures.
- Provide leadership and oversight to Tennis center equipment and preventive maintenance on an ongoing basis.
- Other duties as assigned by the supervisor.

Collaborative Relationships:

- Represents and promotes the YMCA in the local community and develops positive working relationships with other organizations, businesses, and governmental entities. Develops and maintains collaborative relationships with community agencies in service deliver areas.

Experience and Education:

- High School Diploma or GED
- At least 1 year of experience in tennis instruction

Qualifications:

- Deep knowledge of the intricacies on the game of tennis.
- USPTA certification desired but not required.
- USTA 10 and Under certification.
- Proven ability to create new programs and grow program participation and revenue.
- Ability to establish and maintain collaborations with community organizations.
- Ability to make independent decisions, and determine the appropriate course of action.

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- Able to manage complex and difficult situations with a high level of professionalism.
- Strong organizational skills, self-starter with initiative to work independently.
- Passionate commitment to the Y's mission, member relations, and the Y's core values.
- Maintain confidentiality with regard to all confidential matters of the association.
- Ability to think both conceptually and from a task-oriented approach.
- Ability to respond respectfully and accurately to questions and/or concerns from staff, volunteers, donors, business and community contacts.
- Comply with all applicable compliance and safety regulations and directives.

Trainings & Certifications:

- Must complete online Bloodborne Pathogen and Employee Safety trainings prior to initial assignment to position.
- If applicable - hold CPR, AED, and First Aid certifications or successfully complete no later than 30-days after employment begins.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete Youth Protection Series and Listen First trainings within the first 90-days of employment.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feels valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Physical Demands:

Ability to frequently stand, use hands and fingers, sit, walk, reach, climb, balance, stoop, crouch, kneel and climb stairs. Occasionally required to lift and/or carry and move up to 40 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus. Hear noises and distress signals in the office environment with background noise and perform all needed rescues skills. Movements frequently and regularly require using the wrists, hands and/or fingers.

Work Environment:

Work is normally performed in a typical YMCA facility environment; however, some activities are conducted in a variety of indoor and outdoor location dependent on the program. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average.

Americans with Disabilities Specifications:

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.

How to Apply:

Interested candidates should respond to Paul Laurie, Program Director at (315) 692-4777, ext. 206 or email their application to plaurie@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than December 11, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.