

POLICE ATHLETIC LEAGUE OF BUFFALO, INC.

65 NIAGARA SQUARE, 21ST FLOOR • BUFFALO, NY 14202

PHONE: (716) 851-4615 • FAX: (716) 851-4628

JOB POSTING

June 2017

Title of Position: PAL Tennis Instructor (Part-Time)
6 week program – 2 days a Week – Mondays & Fridays

Number of Vacancies: 1 position

Wage: \$15.00 to \$20.00 per hour depending on experience - 4 hour shifts

Location: Riverside Park Tennis Courts

Program Dates: 7/10, 7/14; 7/17, 7/21; 7/24, 7/28; 7/31, 8/4; 8/7, 8/11; 8/14, 8/18

DUTIES:

Candidates will be required to instruct participants in the fundamentals of tennis. Instruction will include developing clinics or athletic drills to introduce participants, boys and girls ages 7 to 18, to the rules and skills necessary to participate in the sport of tennis. Materials and drills must be approved by the Athletic Director of PAL before demonstrations may be provided to participants. Instructors must be able to communicate directions in simple understandable terms and be able to demonstrate all drills and/or procedures directly to participants in both an individual and group basis.

RESPONSIBILITIES:

- working with participants both individually and within groups
- planning programs of training to meet performance targets, combining practice on the court with watching videos of games (optional) and discussions of good play
- watching participants training, correcting their mistakes and giving advice and encouragement
- helping players train safely
- fostering good team spirit among the players
- monitoring the physical and psychological condition of each player and advising on nutrition
- Explain principles, techniques, and safety procedures to participants in recreational activities and demonstrate use of materials and equipment.
- Explain regulations, policies, or procedures
- Complete and maintain time and attendance forms
- Prepare operational reports or records

MINIMUM QUALIFICATIONS:

One year of paid experience or three years of voluntary service in athletic endeavors such as physical education, coaching, sports training, or related fields with particular emphasis on tennis experience

ALL APPLICANTS MUST SUBMIT THEIR RESUMES AND SPECIFICALLY DESCRIBE EXPERIENCE: Please submit resume to: Orval Cott, Athletic Director, Police Athletic League, 65 Niagara Square, 21st Floor, Buffalo, NY 14202.



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