



City of Galesburg

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Tennis Instructor

The City of Galesburg seeks interested applicants to fill part-time, temporary tennis instructor positions in the Department of Parks and Recreation. These part-time positions work various hours in connection with tennis programs, and are paid \$11.00 per hour.

General Description of the Position

The tennis instructor is a part time position responsible for assisting the lead tennis instructor in teaching tennis to program participants and implementing on-site activities and instruction. This position is under the direct supervision of the recreation supervisor.

Essential Duties of the Positions

- Supervise program participants.
- Provide instruction to program participants as directed by the lead tennis instructor.
- Teach participants in conjunction with the lead tennis instructor or according to the lesson plans.
- Communicate with participants, parents, and staff.
- Maintain equipment and facility in a clean and orderly manner.

Minimum Requirements

- Must be at least 16 years of age.
- A valid Illinois Driver's License is preferred.

Required Skill and Ability

The successful applicant must possess the ability to:

- Read, write and understand the English language.
- Read, interpret and apply policies and procedures, and follow instructions.
- Comply with all City and Departmental safety rules and regulations.
- Establish and maintain positive relationships with the public and co-workers.
- Perform moderate recreational activity in an outdoor environment.
- CPR certification within three months of hire.
- Knowledge of tennis, with ability to instruct participants in tennis activities and skills.
- Experience playing tennis and working with children.

To apply, all interested applicants must complete an electronic application for employment submitted through the City's website at:

http://www.ci.galesburg.il.us/city_initiatives/human_resources/

Recruitment will continue until all positions are filled.