



CITY OF DES PERES JOB DESCRIPTION

Job Title: Tennis Court Aide (Fall/Spring/Summer)
Department: Parks and Recreation
Reports To: Sports & Fitness Supervisor
Starting Pay: \$11.00 per hour DOQ (not to exceed 29 hours)
Availability: Monday – Friday (5-9 p.m.) / Saturday (9 a.m.-1 p.m. or 4-8 p.m.) / Sunday (3-9 p.m.), April 1st through October 31st

Summary

This Spring/Summer/Fall Tennis Court Monitor position is responsible for monitoring participants on tennis courts at Des Peres Park. This includes signing participants in as well as maintaining a participant waitlist in order to shuffle participants on and off courts in a timely manner and reviewing all daily court reservations. Tennis Court monitors are also responsible for court maintenance. This includes cleaning up courts at the end of night and making small repairs. A high level of independent judgment is necessary to be a Court Monitor. Monitors are under the direction of the Sports & Fitness Supervisor. The monitors display self-confidence and a professional attitude/dress while on duty. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Keep track of who is playing on the courts (differentiating between Residents and Non-Residents).
- Check ID's / Passes as a proof of residency.
- Maintain general upkeep of the tennis courts (making small repairs to nets or tidi baskets and using squeegees to dry off courts when necessary).
- Empty tidi baskets at the end of the night.
- Be neat and wear your staff shirt. The outfit will consist of a staff polo, khaki shorts or pants, and tennis shoes.
- Appear confident in your decisions; participants will notice indecisiveness and begin to question all decisions.
- Attend staff meetings as requested by the Sports & Fitness Supervisor.
- Notify the Sports & Fitness Supervisor and Supervisor on Duty as soon as possible if unable to work due to illness or emergency.
- NEVER leave during your scheduled shift until you have informed the Supervisor on Duty or Sports & Fitness Supervisor.
- Constantly updates oneself on new information and changes occurring throughout the department.
- Utilize resources and problem solving skills.
- Maintain a clean and safe environment by monitoring the courts constantly and addressing any safety or cleanliness issues immediately.
- Act in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Enforcement of tennis court policies and City rules and regulations.
- Report problems, suggestions, or equipment issues immediately to the direct supervisor.
- Fill out timesheets correctly and in a timely manner.

Education and Experience Required

A high school diploma or seeking a high school diploma and some college is preferred. One year related work experience is preferred. American Red Cross CPR and First Aid certification preferred.

Knowledge, Skills and Abilities

Knowledge of

- Basic fundamental skills of the sport of tennis
- Rules of Play standard to the game of tennis
- Clerical practices and standards

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- See play with sufficient clarity to make accurate decisions
- View and understand any films and training given on officiating
- Repeatedly and quickly traverse the court to monitor play
- Exercise independent judgment within the limits of the position
- Work week day nights and weekend mornings and nights.
- Establish and maintain effective, harmonious, cooperative, and productive working relationships with other participants including instructors, players, supervisors, and other employees of the Parks and Recreation Department

Language and Mathematical Skills

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals.

Mental and Physical Demands described 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 meet these demands.

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

Work Environment

The outdoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.