

## **PROGRAM MANAGER/HEAD TENNIS INSTRUCTOR**

### **Minimum Qualifications:**

- Bachelor's degree is required, advanced degree preferred.
- USPTA certification or equivalent credentials are required.
- Trained/willing to be trained in QuickStart Tennis and First Serve Life Skills Curriculum™.
- Experience in youth development and/or in teaching in an academic and/or recreational setting.
- Excellent leadership, organizational, administrative, and management skills.
- Ability to supervise staff, college/high school service-learners, and volunteers.

**Responsible To:** Executive Director

### **General Responsibilities:**

The program manager/head tennis instructor is responsible for all programming duties, related administrative duties, and supervision of all staff, service-learners/volunteers. Duties as an instructor are outlined in Instructor documents.

### **Specific Responsibilities:**

#### **1. Curriculum implementation**

Directly work with children and implement the following curricula for all children participating in A's & Aces program:

- a. Tennis (QuickStart, Team Tennis – Junior League, Middle & High School)
- b. Life-Skills (implement the First Serve curriculum)
- c. Academics (tutoring, mentoring, literacy)

#### **2. Planning and implementation of A's & Aces tennis competition and outreach events**

- a. Plan and implement tennis competition (JTT, inter-scholastic competition, sanctioned/unsanctioned USTA tournaments, etc)
- b. Plan and implement special events, including field trips to local universities, family events, etc.
- c. Plan and implement outreach activities, such as presenting A's & Aces' program at community events, meet with community leaders, etc.

#### **3. Safety issues**

Ensure the environment is safe and orderly and that all children behave appropriately.

#### **4. Facility and maintenance**

Ensure that A's & Aces leaves host facilities clean after each programming and reports any issues to the school/facility and A's & Aces' administrations. Oversees all A's & Aces' equipment at all sites.

#### **5. Implement a monitoring & evaluation system of all programming operations**

- a. Maintain accurate and updated data of all staff and volunteers (i.e., staff time-sheets, sign-in

## A's & Aces

book for service-learners).

- b. Maintain accurate and updated data of all clients/ participating children (e.g., attendance, academic daily progress notes and monthly tennis progress notes in files, evaluation data, etc).
- c. Help with implementation of the evaluation & monitoring methods assessing A's & Aces' programming.

### **6. Administratively manage staff (paid staff & volunteers/service-learners)**

- a. Oversee daily, weekly, and monthly timesheets for all staff and present reports
- b. Promote a "team" attitude as well as a fun and safe working environment for all staff.
- c. Nominate staff/volunteers for recognition
- d. Assist with professional development of all staff/volunteers
- e. Organize orientations for volunteers

### **7. Management & communication**

Regularly report to the executive director all activities and outcomes. When requested, presents reports at Board meetings.

### **8. Additional duties**

When requested, the program manager/head tennis instructor assists with other organizational needs, which may include meeting with potential donors, assisting with marketing materials for the program, and other duties.

**It is important that staff be prepared to grow professionally with the organization and learn new skills.**

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**Background Check:** Background check will be required

**Start Date:** January 1, 2011

**Salary:** \$24,600

**Application Process:**

Please send your resume and a cover letter to [Administration@AsAndAces.org](mailto:Administration@AsAndAces.org)

Applications will be accepted until position is filled.

**Questions:**

Please send all questions to [Administration@AsAndAces.org](mailto:Administration@AsAndAces.org).