

JOB DESCRIPTION

TITLE:	Tennis Teaching Professional	GRADE:	15
INCUMBENT:	OPEN	PAY TYPE:	Non-Exempt
REPORTS TO:	Tennis Coordinator	REVISED:	10/30/2025

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

OVERVIEW:
This position is responsible for conducting tennis lessons and programs for all ages and ability levels, as well as assisting the tennis coordinator with general tennis operations at Choice Health & Fitness. Both on and off-court duties are required. This position will occasionally function as MOD (Manager on Duty) and may also function as a member of advisory teams or committees.
DUTIES/RESPONSIBILITIES/STANDARDS:
Critical Element #1
General expectations
- Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District. - Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public. - Assist other departments to promote the overall mission of the Grand Forks Park District. - Assist with special projects and tasks as assigned. - Ensure a safe, secure, and legal work environment.
Critical Element #2
Assistant/Limited expectations
- May assist with the supervision and the training of full-time, part-time, and/or seasonal staff. - Lead staff by direction and example to provide our parks, programs, facilities, and other services with a positive and enjoyable experience for all employees and citizens of Grand Forks. - Treat all staff with fairness, respect, and impartiality.
Critical Element #3
Provide quality, programmed tennis lessons, classes, events, and private/group instruction that meet goals and budget.
- Conduct all tennis programming in a manner that promotes player enjoyment and encourages new and repeat customers. - Solicit participants for all tennis programming and provide timely and accurate documentation of results. - Teach private and group lessons and ensure that they do not conflict with other programming. - Provide timely and accurate information for payroll.
Critical Element #4
In conjunction with the public relations and marketing department, use proper promotional tools to ensure adequate marketing of the tennis programs and events.
- Assist the tennis coordinator with the development, organization, and distribution of the marketing materials to ensure the success of all tennis programs and events. - Assist the tennis coordinator with the development and implementation of marketing strategies that successfully promote tennis programs and events. - Adhere to "Brand Standards" guidelines set forth by Choice Health & Fitness and its partners.

Critical Element #5
Assist with maintenance of the tennis facilities and equipment.
• Meet with the tennis coordinator to provide advice on equipment purchases for the tennis department. • Under the guidance of the tennis coordinator and via cooperation with the maintenance department and tennis programming staff, ensure adequate facility and equipment maintenance and recordkeeping to meet manufacturer and industry standards.
Critical Element #6
Serve as a Manager on Duty (MOD) as assigned on a limited basis.
• Ensure proper facility opening and closing procedures are completed and upon closing the facility, ensure the facility is secured and all customers and employees have safely exited the premises. • Oversee and support all facility staff, especially but not limited to the customer service staff and maintenance staff, to ensure Choice Health & Fitness standards are met. • Assist customers with questions or concerns in a manner that meets the customer service standards of Choice Health & Fitness. • Address building and emergency issues as able and contact appropriate staff for assistance as needed.
KNOWLEDGE/SKILLS/ABILITIES:
• USPTA or PTR certification is preferred. • An undergraduate degree in recreation, physical education, or a related field is preferred. • Strong playing ability and in-depth knowledge of tennis rules, strategy, and equipment. • A minimum of two years of tennis teaching or coaching experience. • A minimum of two years of experience in health/fitness center or recreation programming is preferred. • Knowledge and experience in general computer applications. • Knowledgeable in Microsoft Office products. • Excellent oral and written communication skills. • Ability to interact with staff and the public in a professional manner and manage a busy and diverse workload.

Location	Choice Health & Fitness			
Hours	Work hours will vary based on tennis programs and events. Most tennis activities take in afternoon and into the weekday evenings. Some weekends shifts will be required. Normal hours of operation for Choice Health & Fitness generally are 5:00 a.m. – 10:00 p.m. Monday – Friday and 7:30 am – 8:00 p.m. weekends. Summer hours of operation close earlier. Each position may consist of a shift rotation depending on the hours of operation, programs, events, activities of the season, and assigned manager on duty shifts. Some early morning opening, evening closing, and weekend shifts may be required.			
All positions at the Park District are required to commit to off-hour periods when the situation or workload demands it.				
Functional Job Duties	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Continuously</i>
General Activity				
<i>Drive</i>		x		
<i>Sit</i>		x		
<i>Stand/Walk</i>			x	
<i>Bend/Squat</i>			x	
<i>Kneel/Crawl</i>			x	
<i>Push/Pull</i>			x	
<i>Climb</i>		x		
<i>Twist/Turn</i>			x	
<i>Work at heights</i>	x			
Weight Lifted/Force Exerted				
<i>Reach/Lift/Carry – up to 25 lbs.</i>		x		
<i>Reach/Lift/Carry – up to 50 lbs.</i>	x			
<i>Reach/Lift/Carry – up to 100 lbs.</i>	x			
<i>Reach/Lift/Carry – more than 100 lbs.</i>	x			
Working Environment				
<i>Indoors</i>				x
<i>Outdoors</i>		x		
<i>Loud Noise/Vibration</i>		x		
<i>Fumes</i>	x			
<i>Near Moving Mechanical Parts</i>	x			
<i>Risk of Electrical Shock</i>	x			
<i>Toxic/Caustic Chemicals/Radiation</i>	x			
<i>Extreme cold/heat (non-weather)</i>	x			
Repetitive Motion – motor function				
<i>Dominant Hand</i>			x	
<i>Non-Dominant Hand</i>			x	
<i>Right Foot/Left Foot</i>			x	
Mental Demands				
<i>Attention Span/Concentration</i>			x	
<i>Memory/Problem Solving/Conceptualization</i>			x	
<i>Patience/Influence People/Relate to Others</i>				x
Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.				