

St. Andrew's Parish Parks & Playground Commission
Official Job Description

Job Title	Tennis Camp Counselor
Classification	Seasonal
FLSA Status	Non-Exempt
Department	Tennis
Location	1095 Playground Rd., Charleston, SC 29407
Supervisor	Tennis Director
Hours	Typically Monday - Friday, 8:30 AM - 12:15 PM; Advanced Camp hours may be available from 6:45 AM - 10:00 AM.

JOB SUMMARY

The Tennis Camp Counselor is responsible for providing tennis instruction to camp participants. They will also be responsible for the general safety and development, growth, and skill achievement of the participants in their group. They will provide high quality educational and recreational experiences for participants that focus on St. Andrew's Parks and Playground's core values of wellness, service, quality, and leadership.

ESSENTIAL DUTIES

- Help facilitate and implement a weekly schedule for Tennis Camp
- Instruct camp participants in skills, activities and knowledge specific to tennis
- Organize and lead a variety of small and large group activities each week
- Assess the progress of students and adjust teaching accordingly
- Evaluate each student's performance during camp sessions and provide feedback
- Identify incorrect techniques and correct students accordingly
- Identify and respond to camper behavior issues
- Communicate with parents (as needed) and lead staff about participant's experiences and report concerns to camp leadership

- Complete necessary documentation including accurate program records, incident reports, and daily attendance records, as needed
- Know and understand ALL emergency procedures associated with the camp program
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas, including but not limited to, being responsible for your campers' safety and their whereabouts at all times, the timely application of sunscreen, the timely intake of water and food, and the use of First Aid as necessary
- Communicate with agency staff, including supervisors, in an effective, timely, and efficient manner

OTHER DUTIES

- Ensure that the site is kept clean, organized, and free of litter
- Clean camp areas both during and after activities
- Must have dependable transportation
- Other duties as assigned

QUALIFICATIONS

Education and Experience

- Must be at least 15 years of age or older, preferably 16 years of age or older
- High School or College team experience desired
- Tennis instructing experience preferred
- Education classes or experience working with children in camp, youth programs, recreation, or in a related activity preferred

Knowledge, Skills, and Abilities

- Must have a strong desire to help young children learn the sport
- Ability to plan, organize, implement, and lead program activities and direct large groups of children
- Ability to work with children of all ages
- Must be creative and able to think on your feet
- Must be punctual and dependable
- Must be assertive with the ability to control a group of young children
- Must exhibit patience and understanding
- Must be able to recognize and defuse potential conflicts between children
- Must be able to receive and follow detailed instructions and learn camp specific drills
- Ability to notice when something is wrong or is likely to go wrong
- Must be able to remain alert at all times, without distractions, keeping safety a priority
- Ability to meet deadlines
- Ability to accomplish task with little direct supervision
- Ability to work as part of a team

Certifications and Licensing

- CPR/AED/First Aid certification required and must be maintained throughout employment
- Darkness2Light - Stewards of Children certification required

PHYSICAL DEMANDS

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

- May be required to stand or maintain physical activity for extended periods of time
- Mobility and strength sufficient to offer medical assistance up to and including CPR, if needed
- Manual dexterity to assist and demonstrate tennis techniques
- Strength to lift equipment or materials weighing up to 25 pounds
- Close vision to read printed materials and a computer monitor
- Distance vision to clearly see participants across distances
- Hearing and speech sufficient to communicate in person or over the telephone

WORKING CONDITIONS

The majority of work takes place during camp hours on the outdoor tennis courts beside and behind a 4,000-square-foot administrative office building containing eight offices, a mailroom, an eSports room, a reception or lobby area, a Tennis Pro Shop, a board room, two staff restrooms, two public restrooms including locker rooms and showers, and an upstairs storage area. Tennis Camp Counselors will be required to work outside, where they could be exposed to rain, high outdoor temperatures and humidity, and direct, bright sunlight, typical of South Carolina summers.

This job description lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have or obtain job-related knowledge and skills.

Approved By:


Executive Director Signature

24 February 2023

Date