

**AN ACHIEVABLE DREAM, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** HEAD TENNIS COACH

**DEPARTMENT:** AN ACHIEVABLE DREAM, INC.

**REPORTS TO:** DIRECTOR OF OPERATIONS AND STUDENT SERVICES

**DATE:** JANUARY 23, 2018

**JOB DESCRIPTION SUMMARY: (PURPOSE AND SCOPE)**

The purpose of this position is to support the implementation of the An Achievable Dream tennis program. The Tennis Program enhances the S.A.M.E. education by the building of self-awareness and motivation that is fostered through the development of each student's social, mental, physical, and emotional development utilizing tennis skills, wellness, and sportsmanship. The scope of the position includes interaction and collaboration with students in grades K-12, parents, community members and school administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees the tennis players' skill levels and implements programs to improve skill at all levels.
- Implements a measurable system for each grade level to accurately account for stroke performance and game and skill mastery.
- Coaches and instructs students, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Advocates with community organizations to promote the sport of tennis.
- Assists Parks and Recreation with after-school tennis for An Achievable Dream students.
- Teaches tennis class daily at the elementary, middle, or high school level.
- Assist in the implementation of the An Achievable Dream Academy morning program on a daily basis.
- Mirrors the schools' vision of character development and the S.A.M.E. educational standard for all children in the tennis program.
- Coordinates with the Director of Operations and Student Services, parents and students on transportation for camps, tournaments and field trips.
- Participates in special activities to include parent's night, banquets, award nights, and community activities.
- Attends staff development meetings, clinics, and other professional activities to improve coaching performance and the tennis program.
- Attends events pertinent to the AAD Mission and as assigned by the AAD, Inc. administration.
- Perform any other related duties as assigned by the Director of Operations and Student Services.

**EXPERIENCE AND SKILLS:**

Position requires a Bachelor's Degree, and some experience as a tennis player at the high school or college level preferred. Must possess effective coaching of techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess excellent communication, interpersonal, and organizational skills. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, students and industry leaders/organizations.

**LICENSES/CERTIFICATIONS:**

- None required

**WORKING CONDITIONS:**

- Work is normally performed in a tennis facility.
- Involves various travel situations

**PHYSICAL EFFORT:**

- Moderate level of physical effort required.

**ENVIRONMENTAL CONDITIONS:**

- No or very limited exposure to physical risk.