



**An Achievable Dream, Inc.
Job Description**

Job Title: Director of Tennis

Department: An Achievable Dream, Inc.

Reports To: Director of Operations and Student Services, Executive Director

Coordinates With: An Achievable Dream Academy Principal, Assistant Principals and Assistant Director of Operations and Student Services

Date: June 2021

Job Description Summary:

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.

Expectation For All Employees:

Support the organization's mission and vision, and align with the core values: Belief, Equity, Whatever It Takes, Partnerships, Relationships, Continuous Improvement, Systemic Impact, and Organizational Integrity.

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.
- Assists 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 Vice President of Academics, Executive Director and Director of Operations and Student Services.

Education and Experience Required:

Position requires a Bachelor's degree, and some experience as a tennis player at the high school or college level preferred.

Licenses/Certifications:

- Candidate must hold or be eligible for USTA membership.

Experiences and Skills:

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.

Technical Skills:

- Proficiency in Microsoft Office.
- Proficiency in Google Suite including Drive, Docs, Sheets, and Present.

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.