



TENNIS COORDINATOR

Parks and Recreation

MAJOR FUNCTIONS: This is a responsible position that involves the promotion, organization, and management of programs at the Cindy Hummel Tennis Center. Work is performed under the supervision of the Tennis Professional.

ESSENTIAL DUTIES: Assists with the daily operations of the Cindy Hummel Tennis Center, including marketing and promoting the facility, assisting in the development of tennis programs, and teaching group lessons and clinics. Performs other nonessential duties as required.

KNOWLEDGE, EDUCATION AND EXPERIENCE: Thorough knowledge of tennis rules, equipment, and methods of play. Experience in the creation, implementation, and promotion of tennis activities and programs. Ability to establish and maintain effective working relationships with City employees, tennis patrons, and the general public.

Graduation from High School or GED. Must possess a valid Florida Drivers License.

JOB LOCATION: Cindy Hummel Tennis Center, 202 Wiley Drive, Auburndale, FL 33823

WORK SCHEDULE: 40 hours per week, including nights and weekends

HIRING RATE: \$31,251

CLOSING DATE: Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Parks and Recreation Office, 119 W. Park Street. Applications can also be downloaded online at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.