



## **WE Lead Sports Inc**

### **Job Description**

WE Lead Sports Inc is a non-profit (501 c3) youth development organization that uses tennis, leadership, and college readiness programs to build characters and empower youths to rise above adversity and score high in all areas of their lives. We believe that young people deserve every opportunity to be successful and we also believe sports is a unique vehicle for developing skills that are applicable for young people to succeed in school, the community, and in living a productive life.

We seek an energetic and self-motivated individual to help expand our program. The position is part-time with a high potential for growth. To be considered, please submit your resume.

Job Title: Tennis Instructor ( Lead & Assistant)

Support: Organization-Wide Functions

Time: Part-Time

Qualifications:

- High School Diploma/GED or attending college with appropriate training or certification in their area of specialty
- PTR and/or USPTA certifications are preferred.
- Ability to take lead on the court, tailoring drills and games to different levels of play.
- Passion to teach tennis to others keeping the mission of the organization in mind.
- Strong communication skills to effectively teach techniques and strategies to people of all ages.
- Engaging personality, ethical, team player, and self-motivated.
- Punctual, reliable, and organized.

### **Lead Coach**

- High-performance coaching skills are preferred.
- High school and/or college tennis experience
- Experience teaching individual and group lessons at camps and clubs
- Enjoys working with kids.
- Lesson planning skills
- Be a positive role model.

### **Assistant/Junior Coach**

- Looking to learn and gain work experience
- Out of High school or currently enrolled in High School
- Some experience teaching individual and group lessons at camps and clubs
- Active and Enjoys working with kids.
- Ability to stand on your feet for 1.0 hours or more
- Be a positive role model.

\*All potential staff will need to pass a background check paid for by WE Lead Sports Inc unless the applicant can provide documentation from within the last three months.

### **Personal Assistant**

- Schedule meetings and manage calendars
- Answer phone calls and emails and take messages
- Take accurate and comprehensive notes at meetings
- Help with daily program management (take attendance on court etc)
- Run errands as requested
- Plan travel, including flights, accommodation and ground transportation
- Coordinate events and speaking engagements
- Draft correspondence such as emails and letters
- Enjoys working with kids.
- Ability to stand on your feet for 1.0 hours or more
- Be a positive role model.

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Responsibilities:

- Monitor and instruct participants during training sessions.
- Adhere to guidelines and expectations set forth by the organization.
- Create positive experiences for participants by providing variety in tennis instruction.
- Promote WE Lead Sports programs and services.
- Motivate participants to continue working towards their life, tennis, education, and health goals.
- Available to work a flexible schedule that may include evenings and weekends.
- Maintain accurate records and schedules.
- Submit all requested paperwork on time.
- Execute duties as requested by the President of WELS
- Be available to travel and run programs at different locations in the Mercer County area.
- Other duties may apply.

Compensation: Hourly wage TBD (will be based on experience and qualifications)

Job Types: Part-time, Contract

Pay: \$12.00 - \$20.00 per hour