**Company/Organization:**

Boys & Girls Clubs of Metro LA

**Position Title:**

Tennis Instructor

**Job Summary:**

Job: Tennis Instructor
Job Type: Part Time, No Benefits
Salary: $22-$25 hr, 20 hrs a week (must be available between the hours of 2pm-7pm)
Location Los Angeles, CA
To Apply: Visit our website at www.bgcmla.org. Click on “Get Involved > Careers”.
At website: Send resume to apply@bgcmla.org with “Tennis Instructor” in the subject line.

**OVERVIEW**
Boys & Girls Clubs of Metro Los Angeles (BGCMLA) was founded in 2015 to bring together Clubs in the south,
central, and East Los Angeles areas and in so doing enhance services to Los Angeles youth that ensure success is
within their reach. Currently, BGCMLA operates five clubs: Watts / Willowbrook, Nickerson Gardens, Jordan Downs,
Challengers, and Bell Gardens with more on the horizon.
Poverty affects close to half a million children in Los Angeles and has devastating effects on their education,
workforce participation, earning potential, and social and emotional well-being. Our mission is to enable all young
people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.
The Tennis Instructor is responsible for planning, instructing, implementing, and evaluating program outcomes for
the Challengers Tennis Academy program.
In addition, the position also provides supervision and promotes engagement of club members, and ensures a safe
and supportive environment for club members by promoting positive relationships.

**MAJOR DUTIES AND RESPONSIBILITIES:**
• General
Creates an environment that facilitates the achievement of Youth Development Outcomes. Promotes and
stimulates program participation. Orients new members programs, special events, and opportunities as
well as club safety, program and disciplinary rules. Provides guidance and role modeling to members.
Provides beginning through advanced instruction and performs racquet stringing. Participates as part of a
team to run quality programs by helping out where needed or directed, which may include driving the club
vans, etc. Participates in training / educational opportunities to expand knowledge and skills. Additional
duties as assigned.
• Programs
Instructs, implements, monitors and evaluates programs, services, and activities for members. Develops
and posts weekly and monthly program plans. Monitors and evaluates programs, services, and activities to
ensure the safety of members and quality in programs. Recognizes club members for program
participation and achievement. Maintains records to track attendance and participation. Recommends
development of new programs/enhancement of existing programming.
• Supervision and Administrative Management
Maintains order and, as required and as per BGCMLA policy, the discipline of club members. Ensures a
productive work environment by participating in programmatic / club staff meetings.
Monitors supply needs and orders required supplies through approved vendors and within budget. Keeps
supply areas neat and orderly. Completes and submits all required paperwork on time.
Ensures program area is attractive, neat and clean and bulletin boards and notices are current.
Recommends needed repairs to facility and/or equipment.

Minimum Qualifications:
• High School diploma or GED.
• Combined experience and/or formal training equivalent to a minimum of two years where:
o There is experience working with youth and knowledge of tennis instruction.
o Formal training, and/or experience teaching tennis to youth while creating engaging learning
experiences.
o Excellent communication and interpersonal skills.
• Hold a valid drivers’ license and pass motor vehicle driving record check.
• Pass criminal background check.
Preferred Qualifications:
• Currently enrolled in a course of higher education or have received a degree from an accredited postsecondary educational institution.
• College tennis experience strongly preferred
• 1-2 years or more of tennis teaching experience
• CPR and First Aid Certifications
• Commitment to be USPTA and/or PTR certified
• Prior experience working in a Boys & Girls Club.

Link To Apply:

<https://www.bgcmla.org/careers>

Full/Part Time:

Part Time