

Position Description - Cardio Tennis Instructor

Position Overview

USTA Chicago (USTA) is partnering with the Chicago Park District to provide tennis instruction at 34 parks within the city. Cardio Tennis is one of the class offerings. The Cardio Tennis Instructor works alone or with other instructors to deliver a high-quality play and workout experience for athletes. All instructors should complete either an in-person Cardio Tennis training session or the online training available at www.cardiotennisinstructor.com. Additionally, new instructors may be expected to shadow a more experienced instructor as part of their onboarding. The in-person training is scheduled for March 16 from 1:00 to 6:00 at Midtown Athletic Club in Palatine. Register for the training [here](#).

Essential Duties

- Instruct adult and/or teen group Cardio Tennis classes.
- Provide a welcoming, safe, and fun environment that promotes enjoying the sport for exercise and fun.
- Maintain an overall positive attitude with athletes, park staff, and co-workers.
- Remain flexible and adjust to situations as they occur, including working as a team member to help cover class schedules and responding positively to changes and requests from Park District and USTA staff.
- Manage and maintain necessary equipment:
 - 1 travel cart of orange balls
 - 3-4 dozen red balls
 - 1-2 15-foot sections of ladder
 - 8-10 flat markers
 - Music system for court
 - Phone with FitRadio app
- Within 24 hours prior to class:
 - ✓ Review/prepare a lesson plan.
 - ✓ Make sure all necessary equipment is secured and ready.
 - ✓ Check weather forecast.
 - ✓ If inclement weather is a possibility, plan to arrive to courts no later than 30 minutes prior to the start of class to check playability of courts; if the courts are not playable, Instructor should text all participants to let them know that class is canceled.
- Day of class:
 - ✓ Arrive at site at least 15 minutes prior to start of class.
 - ✓ If first time at location, check out spacing of courts to determine any limitations in court transitions or rotations.
 - ✓ Complete all preparations at least 5 minutes before starting time so you are prepared to put your full focus on greeting participants as they arrive.

- Deliver class as follows:
 - ✓ Segment 1: Warm-up (10 minutes)
ADMS
 - ✓ Segment 2: Drills (10 minutes)
2 drills
 - ✓ Segment 3: Games (25-35 minutes)
2-3 games
 - ✓ Segment 4: Cool Down (5-10 minutes)
2 cool down drills
- Post class:
 - ✓ Record attendance
 - ✓ Clean up and leave courts in better condition than you found it.
- Key concepts to remember:
 - ✓ Always demo and explain every activity.
 - ✓ Agility ladders, placement of the ladders, and use of flat markers is crucial to controlling the flow, organization, and safety of the participants.
 - ✓ Type of footwork pattern and type of cardio blast “assigned” is also crucial to controlling the flow/timing and organization of activities.
 - ✓ After each activity, name it and celebrate it.

Position Requirements

- Participate in required training, including ongoing continuing education and peer feedback sessions.
- Periodically review information available at www.cardiotennisinstructor.com to keep developing skills.
- Maintain library of games, drills, and activities for conducting class.
- Excellent communication skills.
- Punctual and reliable.
- Ability to follow lesson plans and adjust plans based on number of athletes.
- Ensuring and following safety measures and regulations.
- Physical ability to stand for long periods of time while on the court.
- Communicate professionally with athletes, Park District staff, and others.

Qualifications

- Registered Net Generation provider and (including mandatory Safe Play training and background check) or willingness to obtain. Registration doesn't have a cost or special experience to obtain.
- Applicant should have previous tennis instruction or playing experience.
- Strong communication and customer relations skills.
- Ability to collaborate with other instructors and volunteers.
- Must have ability to travel between Park sites as needed during the course of the summer.



USTA Chicago
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 Chicago, IL 60622
 847.803.2382
 chicago.usta.com

Reports To

Executive Director or Parks Program Manager(s).

Rate of Pay

Instructor pay will be based on experience within a range of \$20 to \$35/hour. Typically, Instructors are paid for 2 hours of time for an hour-long Cardio Tennis class to account for set up and clean up and some travel time.

Park Locations and Dates of Instruction

Free Cardio Tennis Pop-ups during National Tennis Month (May)

Hamlin Park	3035 N. Hoyne Ave.	Wednesday, May 1	6:00-7:00 p.m.
Marquette Park	6743 S. Kedzie	Thursday, May 2	6:00-7:00 p.m.
Humboldt Park	1440 N. Humboldt	Friday, May 3	6:00-7:00 p.m.
Tuley Park	501 E. 90 th Place	Saturday, May 4	1:00-4:00 p.m.
Welles Park	2333 W Sunnyside	Saturday, May 4	9:00-10:00 a.m.
Dunbar Park	300 E. 31 st Street	Monday, May 6	6:00-7:00 p.m.
Warren Park	6601 N. Western	Monday, May 6	6:00-7:00 p.m.
Douglass Park	1401 S. Sacramento	Tuesday, May 7	6:00-7:00 p.m.
Gompers Park	4222 W. Foster Ave	Wednesday, May 8	6:00-7:00 p.m.
Green Briar Park	2650 W. Peterson Ave.	Thursday, May 9	6:00-7:00 p.m.
Smith Park	2526 W. Grand Ave.	Saturday, May 11	9:00-10:00 a.m.
Lakeshore Park	450 E. Benton Place	Monday, May 13	6:00-7:00 p.m.
Mandrake Park	3858 S. Cottage Grove	Tuesday, May 14	6:00-7:00 p.m.
McKinley Park	2210 W. Pershing Rd	Wednesday, May 15	6:00-7:00 p.m.
Rainbow Beach Park	3111 East 77th St.	Thursday, May 16	6:00-7:00 p.m.
McGuane Park	2901 S. Poplar Ave	Friday, May 17	6:00-7:00 p.m.
Kilbourn Park	3501 N. Kilbourn	Saturday, May 18	9:00-10:00 a.m.
Riis Park	6100 W. Fullerton Ave.	Sunday, May 19	1:00-4:00 p.m.
Sauganash Park	5861 N. Kostner Ave	Tuesday, May 21	6:00-7:00 p.m.
Wilson Park	4630 N. Milwaukee Ave.	Wednesday, May 22	6:00-7:00 p.m.
Beverly Park	2460 W. 102nd St.	Thursday, May 23	6:00-7:00 p.m.
Abbott Park	49 E. 95th St.	Tuesday, May 28	6:00-7:00 p.m.
Columbus Park	500 S. Central Ave.	Thursday, May 30	6:00-7:00 p.m.

Cardio Tennis

Kilbourn Park	3501 N. Kilbourn	Mondays, begins March 11	7:30-8:30 a.m.
Gompers Park	4222 W. Foster Ave	Mondays, Begins March 11	7:30-8:30 a.m.
Gompers Park	5100 N. Francisco	Tuesdays, begins March 12	1:00-2:00p.m
Smith Park	2526 W. Grand Ave.	Tuesdays, begins March 12	7:30-8:30a.m.
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River Park	5100 N. Francisco	Wednesdays, begins March 13	7:30-8:30a.m.
Gompers Park	4222 W. Foster Ave	Thursdays, begins March 14	1:00-2:00p.m
Gompers Park	5100 N. Francisco	Thursdays, begins March 14	6:00-7:00 p.m.
Welles Park	2333 W Sunnyside	Thursdays, begins March 14	7:30-8:30 a.m.
Gompers Park	4222 W. Foster Ave	Fridays, begins March 15	7:30-8:30 a.m.
Dunbar Park	300 E. 31 st Street	Mondays, begins June 3	7:30-8:30 a.m.
Green Briar Park	2650 W. Peterson Ave.	Mondays, begins June 3	7:30-8:30 a.m.
Welles Park	2333 W Sunnyside	Mondays, begins June 3	6:00-7:00p.m.
Abbott Park	49 E. 95th St.	Mondays, begins June 3	6:00-7:00p.m.
Sauganash Park	5861 N. Kostner Ave	Mondays, begins June 3	6:00-7:00p.m.
Mandrake Park	3858 S. Cottage Grove	Tuesdays, begins June 4	7:30-8:30 a.m.
Tuley Park	501 E. 90 th Place	Tuesdays, begins June 4	6:00-7:00p.m.
Hamlin Park	3035 N. Hoyne Ave.	Wednesdays, begins June 5	7:30-8:30 a.m.
Eugene Field Park	5100 N. Ridgeway Ave.	Wednesdays, begins June 5	6:00-7:00p.m.
McKinley Park	2210 W. Pershing Rd	Wednesdays, begins June 5	7:30-8:30 a.m.
Douglass Park	1401 S. Sacramento	Wednesdays, begins June 5	6:00-7:00p.m.
Marquette Park	6743 S. Kedzie	Thursdays, begins June 6	6:00-7:00p.m.
Rainbow Beach Park	3111 East 77th St.	Thursdays, begins June 6	6:00-7:00p.m.
McGuane Park	2901 S. Poplar Ave	Fridays, begins June 7	7:30-8:30 a.m.
Riis Park	6100 W. Fullerton Ave.	Fridays, begins June 7	7:30-8:30 a.m.
Humboldt Park	1440 N. Humboldt	Fridays, begins June 7	7:30-8:30 a.m.
Beverly Park	2460 W. 102nd St.	Saturdays, begins June 8	9:00-10:00a.m.
Columbus Park	500 S. Central Ave.	Saturdays, begins June 8	9:00-10:00a.m.
Warren Park	6601 N. Western	Saturdays, begins June 8	9:00-10:00a.m.

Register for the March 16th training [here!](#)

Apply for a coaching position [here.](#)