



YMCA CAMP CONISTON

PROGRAM AREA DIRECTOR-TENNIS

JOB DESCRIPTION

Overview:

- Tennis is a full time program, meeting both MWF and TRS, and is sometimes but not always divided between Beginner/Intermediate and Advanced periods.
- This person needs the knowledge and experience to make judgments concerning participants, equipment, facilities, safety considerations, supervision, execution and procedures for the activity.
- The Tennis Director as supervisor needs to provide training and supervision to enable the rest of the activity staff to carry out their responsibilities even when the supervisor is not present.
- The Tennis Director reports to the Summer Directors.

Objectives:

- To develop and direct a fun and safe program for both beginner, intermediate, and advanced players.
- To implement a tennis program that will allow campers to participate in a healthy balance of both competitive and non-competitive atmospheres.
- To creatively teach tennis games and drills to make skill learning more fun and help individuals reach their personal goals in a fun, supportive, and encouraging environment.
- To give campers a good foundation in the basic rules and procedures of a tennis match.

Responsibilities:

- To supervise the staff and to see that each staff member actively participates in leading and teaching campers in an age-appropriate manner.
- To ensure that staff members do not take the same days off, but when absolutely necessary, that these days off don't create safety or supervision concerns in the program area.
- To be responsible for the proper care and storage of equipment, including when it is taken outside of the program area for other purposes such as evening programs.
- To maintain a safe and clean program area by picking up trash found on the courts, putting equipment away before lunch and at the end of the day, and keeping the tennis shed orderly.
- To make sure that campers remain active throughout the period.
- To encourage good sportsmanship and fair play both on and off the court.
- To allow everyone to participate in every game and drill and not to discriminate or favor campers based on skill level or any other factors.
- To encourage and participate in some intra-camp and inter-camp competition.
- To help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- To make recommendations to the Summer Directors for any changes, additions or modifications of the program, as needed.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations.

Things to know:

- Watch out for signs of heat exhaustion and dehydration, knowing that prevention is the easiest cure with plenty of rest, water, and sunscreen throughout the period, especially on very hot days.