



*National Junior Tennis and Learning (NJTL) of Indianapolis is a not-for-profit organization that offers affordable tennis instruction to youth aged 5 – 18 with a goal of using tennis to stress the importance of a good education, healthy lifestyle, and character development.*

NJTL of Indianapolis is seeking energetic and self –motivated individuals to provide on-court tennis instruction. Positions are part-time.

#### Qualifications:

- Must be at least 16 years of age
- PTR and/or USPTA certifications preferred
- Certified in first aid and CPR (may be provided by NJTL during summer training if candidate is not already certified)
- High School and/or college tennis experience preferred
- Strong communication skills
- Understanding of successful tennis instruction techniques
- Ability to lead on court
- Punctual, reliable and organized
- Enjoy working with kids

#### Responsibilities:

- Monitor and instruct participants during NJTL classes
- Adhere to guidelines and expectations set forth by NJTL
- Create positive experiences for participants by providing variety in tennis instruction
- Promoting NJTL programs to the community
- Manage assigned NJTL site(s)
- Collecting, completing, and turning in NJTL registrations and fees in a timely manner
- Communicating with parents and participants about NJTL programs
- Keeping NJTL equipment in good condition
- Ability to work with other instructors to share best practices, ideas, etc.
- Keeping accurate attendance records
- Organizing and submitting all requested paperwork on time
- Incorporating the NJTL life skills and healthy living instruction into class activities

Compensation: Hourly wage will be based on experience and qualifications. To apply, complete the online application found at the NJTL of Indianapolis website, [www.indynjtl.org](http://www.indynjtl.org).

**Employment is subject to candidate's clear criminal background check (provided by NJTL)**