



Job Title: Tennis Specialist/Athletic Counselor

Reports To: Athletic Director

Brief Description: The main responsibility of all staff is the campers' safety and wellbeing -- all day, every day. TIC staff members enjoy creative independence, a stimulating and spirited atmosphere, and the camaraderie of brilliant and energetic peers. TIC Summer Camp is committed to a personal approach in all its activities. The staff makes sure that campers are given real choices, guidance in making those choices, and lots of personal attention. The job description below lists the minimum essentials. Staff members are sometimes asked to do tasks not explicitly stated here. It is expected that all staff will do whatever needs to be done for the good of the camp.

General Requirements:

- Energy, creativity, and patience.
- A real interest in children and the desire to teach.
- A love of learning and zest for life.
- Strong written and verbal communication skills.
- Friendly, tactful, diplomatic and proven customer service skills.
- Experience in teaching/coaching is a plus.
- Ability and desire to work in a stimulating, fulfilling, and sometimes silly environment while maintaining good judgment and safety.
- Ability and desire to obtain First Aid and CPR training, if necessary.
- Availability for the entire summer, including staff training. Dates for the MD & VA sites are June 18 through August 17, 2012; DC dates are June 11 through August 10, 2012.

Acceptance of a TIC contract is a primary commitment; a second job is allowed only when it is not detrimental to job performance at TIC. TIC runs day camps in the DC area with no resident facilities; out-of-towners must find their own housing.

Job Related Requirements:

- Experience in teaching or coaching tennis is required.
- Able to teach tennis lessons to beginning or intermediate level players for 2 hours daily.
- Must also serve as athletic counselor for two thirds of each day; have skills to participate in the athletics program each day.

Supervisory Responsibilities: Junior (elementary age) and Senior (secondary age) campers.

Specific Job Duties:

- Designs and implements a program of tennis instruction for juniors (2nd-5th graders) and seniors (6th-10th graders).
- As a member of the athletic staff, instructs general athletics for two thirds of each day.
- Implements the sports program, ensuring the TIC philosophy and spirit are maintained.
- Responsible for two groups of 5-8 campers each session of varying ages, acting as their coach, teacher, friend, advocate; helping them to develop athletically and socially.
- Uses any unassigned time for planning, paperwork, and managing supplies.
- Writes and edits mid-session and parent reports for assigned campers.
- Maintains standards which promote the health, safety and welfare of all participants.
- Provides feedback on camp activities to immediate supervisor on a regular basis.
- If an experienced counselor, takes a lead in staff orientation and training.