

Job Title: Tennis Attendant

Department: Parks & Recreation

Direct Supervisor: Brenton Ward

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# The Kirkwood Parks and Recreation Department operates and maintains 10 tennis/pickleball courts. Work with the Athletics Program Manager, and tennis players to ensure a positive and safe playing atmosphere.

**Communication**

* Report Directly to the Athletics Program Manager
* Maintain regular communication with the participants using the courts.
* Respond to all participant needs in a courteous manner and report comments/complaints to the Athletics Program Manager.

## Essential Duties

Attendants will be responsible for:

* Checking court users in and out during designated playing times.
* Checking permits and collecting money from those using courts.
* Enforcing proper court etiquette.
* Maintaining the courts by roll-drying, sweeping depris, picking up trash, and emptying the trash cans.
* Cleaning the surrounding parking lot and grass areas.

**Scheduling**

* Season begins May 1 and ends on October 31, 2020.
* Shifts are scheduled Sunday – Friday 5pm – 9pm and Saturday 8am to 12pm, and 5pm to 9pm.

**Education, Knowledge, Skills, and Abilities:**

* Tennis experience preferred, but not required.
* Maintain a professional and mature attitude toward responsibilities.
* Must be a minimum of 16 years old.