

City of Los Angeles Department of Recreation and Parks  
**Mar Vista Recreation Center**  
11430 Woodbine Street LA, CA 90066  
310-398-5982 office 310-399-5056 fax  
marvista.recreationcenter@lacity.org

**Recreation Instructor (Tennis Instructor)**  
**Positions Available: 10**

**Available Hours:** Between 10-15 hours a week. Hours may vary depending on the needs of the program.

**Job Description:**

**DUTIES & RESPONSIBILITIES:**

- Instructs both camps, private and group tennis lessons.
- Participates in community and/or charity events as necessary
- Assists with court maintenance, and tennis facility.

**QUALIFICATIONS:**

- Must be self-driven and plan daily tennis activities for children and adults at the beginning, intermediate, and advanced level
- Some experience with teaching junior tennis is required.
- Excellent communication skills
- Demonstrate good communication skills. Be direct in dealing with others.
- Must have the ability to be upbeat and energetic throughout each lesson.
- At least 3-5 years' experience in tennis instruction
- Candidates must have proven job stability through strong work history.

**PHYSICAL REQUIREMENTS:**

- Ability to lift, push, pull, carry a minimum of 10 lbs.
- Ability to stand, walk, stoop, kneel, crouch, reach for an extended period of time.
- Ability to bend at waist and perform repetitive foot and hand action.
- Good hand/eye/foot coordination required
- Must be able to demonstrate Tennis ability

**Experience and Education:**

- Experience in conducting sports clinics, sports programs, etc.

**Apply By Date: March 21<sup>st</sup>, 2024**

**To Apply:** E-mail your resume to: [keith.rice@lacity.org](mailto:keith.rice@lacity.org) or [Cristina.Lovett@lacity.org](mailto:Cristina.Lovett@lacity.org)

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For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: [https://clkrep.lacity.org/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)