



## **Tahoe Donner Association Job Description**

**Job Title:** Junior Camp Pro  
**Job Code:** 090  
**Department:** Tennis  
**Reports To:** Junior Tennis Coordinator  
**Class Code:** 9053  
**FLSA Status:** Nonexempt  
**Salary Level:** Hourly 1  
**Pay Range:** \$15.00 - \$20.63  
**File Name:** Junior Camp Pro  
**Prepared Date:** 6/26/2012, revised 5/8/2022

### **SUMMARY**

Under the direction of the Junior Tennis Coordinator, the Junior Camp Pro is responsible for implementing all Junior Tennis Programming. This is to include the junior tennis camps and Tahoe Donner Camp clinics. The Junior Camp Pro is responsible for the day-to-day operation, coordination, and safety of the children who participate in accordance with Tahoe Donner policies, procedures, including any relevant federal, state, and/or regional legislation, policies, and procedures. The Junior Camp Pro will actively participate in the junior tennis program and operations. The Junior Camp Pro will be respectful of children, parents, and that equipment and facilities are clean, safe, and well maintained. The Junior Camp Pro will monitor and record the numbers of children participating in the program and any information, as required. The Junior Camp Pro is responsible to keep current, accurate, and confidential participant information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist in cleaning the courts, storage sheds and any areas of the tennis facility as needed.  
Participate with set-up and dismantling program props, signs, and other equipment as needed. Clean and maintain tennis area, supplies and equipment.

Maintain current knowledge, implements and enforces Association rules, regulations, policies, and procedures.

Provide excellent customer service to customers, employees and business partners.

Assist members and guests with information about tennis clinics and tennis activities.

Maintain understanding of Association rules, regulations, and prescribed program guidelines and complies with safety regulations.

Attend, aid and actively participate in Junior Tennis Camp clinics and activities.

Assist Junior Tennis Coordinator in planning, leading and supervising students.

### **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Less than high school education; or up to one-month related experience or training with children and children's activities; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Effectively communicate with members and guests based on knowledge of tennis programs.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

/\_\_\_\_\_  
DATE