

**City of Vicksburg
Job Description**

Job Title: Coordinator of Tennis

Department: **Parks and Recreation**

Reports TO: **Director of Parks and Recreation**

ELSA Status: **N**

Prepared By: **Roosevelt Brown**

Prepared Date: **Oct.. 22, 2025**

Approved By: **Carla Sullivan**

Approved Date: **Oct. 22, 2025**

Summary

Supervises and coordinates activities at the City Tennis courts by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Interviews, trains, and supervises all tennis helpers.

Oversees and organize all Tennis related activities.

Help workers with City policies and enforce all safety regulations.

Responsible for the safety of facility patrons.

Maintain records of all activities that occur at the City Tennis courts.

Perform activities of workers supervised.

Supervisory Responsibilities:

Directly supervises employees working at the tennis courts. Carries out supervisory responsibilities in accordance with organizational policies. Responsibilities include training tennis helpers, planning, assigning and directing work.

Qualifications:

To perform this job successfully, an individual must be able to perform all duties satisfactorily. The requirements include all tennis fundamentals for play, matches and tournament organization.

Education

High school diploma and five years of related experience which could involve coaching experience at the High school or college level or direct participation.

Language Skills:

Ability to read and interpret documents such as rules, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of patrons or employees.

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 graphs.

Reasoning Ability:

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

Computer Skills:

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word processing software.

Certificates, Licenses, Registrations:

Valid driver's license, Memberships to different Tennis organizations, High School diploma.

Other Skills and Abilities:

Must be able to work well with others. Must have and tennis background in all fazes of the game

Other Qualifications:

Overtime, alternative work schedules, and on-call status may be assigned

