



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 4/2/01

Date Posted: 03/11/2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position are urged to submit a Request for Reassignment or Transfer by the deadline date. Applications for Employment will be accepted by the Human Resources Department located at 555 South Section St., Fairhope, AL. between 7:00 -3:30. Applications may be faxed to (251) 990-0156 ATTN: Human Resources.

Requests and applications received after the closing deadline date will not be considered.

Position Information

Job Title: Tennis Center Assistant Department: Recreation
Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: _____ To: _____*
Standard Scheduled Hours: Varies, 19.75 hrs Days to be Worked: Varies
Starting Pay Rate: \$10.00/hr

Position Description

General nature/purpose of work:

Routine operation of a publicly owned tennis facility including scheduling courts, maintaining calendar, assisting with lessons, special events, etc. and general maintenance of tennis facility.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

1. Schedule use of tennis courts and make reservations.
2. Inform players of rules concerning dress, conduct and equipment.
3. Provides assistance in completing applications to participate in programs and events.
4. Assists with draws for tournaments and leagues.
5. Maintains calendar for leagues, camps, lessons, special events, etc.
6. Enforce policies and procedures.
7. Report to Director of Community Affairs & Recreation, Parks Superintendent.
8. Cleans and maintains facility as needed
9. Sets up equipment, water coolers, etc.
10. Answers phones and provides information

Education, experience and training:

High School diploma or GED; OR
Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

Required:

Valid Alabama Driver's License and insurability by City's Insurer.

Date of Announcement: 03/11/2017 Closing Date for Applications: When Filled

Pandora Heathroe
Human Resources Director

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.