

	Human Resources Department Forms And Documents	HRP-03 Effective Date: 07.05.2017
		<i>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.</i>
POSITION ANNOUNCEMENT		

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 555 So Section Street, Monday through Friday, from 7:00 a.m. to 4:00 p.m. or online at www.cofairhope.com. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

Position Information

Job Title: **Tennis Center Attendant** Department: **Parks and 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: **Irregular days, hours and weekends** Days to be Worked: **Irregular days, hours and weekends**

Starting Pay Rate: **\$8:30 - \$10.80** Pay Grade 11

Position Description: The purpose of this position is to perform 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. **This is a part-time position.**

Primary responsibilities include:

The Tennis Center Attendant is responsible for performing a variety of clerical, public relations and light manual/custodial labor tasks in accordance with established rules, regulations and procedures.

Maintains court calendar for leagues, camps, lessons, special events, etc.	Settles disputes between groups or individual players regarding use of facilities;
Informs players of rules concerning dress, conduct and equipment	Processes applications for city regulation compliance
Schedules use of tennis courts and makes reservations	Assists with draws for tournaments and leagues
Sets up chairs, water coolers, first aid stations, benches and practice equipment; cleans and maintains facilities	Provides assistance in completing applications to participate in programs and events
Answers phone and provides information	Enforces policies and procedures ⁱ

Minimum Requirements: Graduation from a standard senior high school or the successful completion of the General Educational Development (GED) test is required.

Knowledge, Skills and Abilities: Knowledge of the game of tennis, its rules and court maintenance is preferred but not required. Some knowledge of the rules, regulations and equipment associated with the sport of tennis; some knowledge of office practices, procedures and equipment; some knowledge of clerical bookkeeping practices; ability to prepare reports; ability to stimulate interest in patronage of the tennis center; ability to establish and maintain effective working relationships with other employees and the general public.

Date Posted : 8/18/2017

Closing Date : Until filled
