

# South Downs Leisure Trust

---

## IDENTIFICATION OF JOB

---

<b>JOB TITLE</b>	-	Tennis Coach / Assistant Tennis Coach
<b>WORKING BASE</b>	-	Field Place
<b>RESPONSIBLE TO</b>	-	Head Tennis Coach & Assistant Manager

---

## OVERALL PURPOSE OF JOB

---

To be able to offer quality tennis coaching or instruction to members of the public.  
To develop and support the Tennis programs that South Downs Leisure offers.

---

## MAIN RESPONSIBILITIES

---

### Tennis Coach

- Organise and supervise the instruction of the appropriate customer group in accordance with the centres programme and at the times specified by the management team
- Adhere to the guidelines and methodology specified by the Tennis governing body and to maintain qualification appropriate to perform the specified tasks as required by them.
- Qualified to a minimum Level.1 Coach.

### Customer Service

- Ensure that a high level of customer service is maintained by being helpful, courteous at all times.

### General

- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- To undertake relevant training when required.
- If qualified, to administrate emergency first aid as necessary

### Other

- You will be required to be flexible within your hours of work and be able to provide cover for sickness and leave.