

**QUEEN ANNE RECREATION CENTER**

**1240 West Blvd, Los Angeles, CA 90019**

**Phone: (323) 857-1180**

**RECREATION TENNIS INSTRUCTOR**

**Available Hours:** Two or more hours a week (not to exceed 20) - includes set up and clean up time. Hours are dependent on class registration

**Salary:** \$20.48 - \$30.41 per hour (Rec. Instr. A - D) per hour based on experience/credentials

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

**Description of Duties:**

- Entry level position for a tennis enthusiast.
- Instructs individual and group tennis lessons, and maintains customer service at its highest level for members and guests.
- Outgoing personality, professionalism and willingness to have fun with students in a safe learning environment.
- Must be available to answer questions at the end of class.
- Adheres to City and Departmental policies and procedures: performs related duties as required
- Must maintain a punctual work schedule

**Qualifications:**

- Must possess the knowledge, skill and ability to instruct tennis classes to children ages 5-15 years and adults.
- Must be able to motivate and inspire students.
- Must possess the ability to perform duties with minimum direction, no instruction and minimal supervision.
- Ability to promote classes in a community context through word of mouth, networking with location recreation centers, delivering and distributing flyers to schools, organizations, and local businesses, and effectively communicating with community members, especially parents is required

**To Apply:** Send resume to:  
Runako Ellis - Recreation Coordinator  
1240 West Blvd., Los Angeles, CA 90019  
Phone: (323) 857-1180  
Email: [runako.ellis@lacity.org](mailto:runako.ellis@lacity.org)

**Last to Apply: October 20<sup>th</sup> 2023**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)