

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

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www.lakegreeley.com

Tennis Director

Desired Qualifications: College Graduate.

Experience: Extensive experience either paid or unpaid.

Responsible to: Assistant Directors and Director.

The Tennis Director is expected to be a team or group worker in helping to carry out the principles and policies as well as the objectives and philosophy of Lake Greeley Camp.

Areas Of Responsibility

Be responsible for the Daily Activity Program Area of Tennis.

This Responsibility Includes:

- 1) Instructing Campers in various Tennis skills.
- 2) Setting up course outlines and lesson plans.
- 3) Evaluating the instruction of the Tennis instructors (college age staff).
- 4) Setting up specific achievement levels and awards for Tennis.

Orientation

During the period, the Tennis Director, along with the Program Director, is to aid instructors and specialists in the set-up of activity sites. It is necessary that these sites be set up in accordance with the specifications outlined in the activity manuals and to specifications on conducting their activities. This includes going over the activity manuals with each instructor, reviewing safety regulations and evaluating skills prior to camper participation. This also includes conducting training sessions.

Daily Program

The Tennis Director will monitor activities at the Tennis courts. An evaluation of instruction and supervision should be made, along with the submission of attendance reports. The Tennis Director will also meet with Tennis instructors each day to advise, outline goals and determine the status of equipment and supplies. It is also expected that the Tennis Director will instruct campers in the Tennis activity.

Evening Program

The Tennis Director will work with the Evening Program Directors in setting up, organizing and preparing evening activities. The Tennis Director will meet with the Evening Program Directors to outline the running of the evening activity.

Special Events

The responsibilities of the Tennis Director relating to Special Events are the same as those mentioned in the Evening Program.

The Tennis Director is responsible for...

- a) Preparation and promulgation of safety regulations for activity sites.
- b) Seeing that instructors are maintaining clean activity sites.
- c) Bringing a watch, whistle and clipboard.
- d) Assisting in other duties of the camp as directed by the camp director.

This job description is part of your employment contract. Please bring it with you to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.