



Camp Encore/Coda
Counselor Duties:
Tennis Instructor Job Description

Desired qualifications

- Experience in tennis
- Ability to teach tennis to campers, referee, and set up in-camp tournaments
- Current CPR certification
- Enthusiasm, sense of humor, patience, self control
- Strong leadership and motivational skills

Responsible to

- Head counselors
- Directors

General Responsibilities

- Be primarily concerned with the health, safety, and general welfare of the campers
- Plan, conduct and supervise the tennis program so that participants of all ability levels enjoy themselves and experience success

Specific Responsibilities

- Maintain clay tennis courts
- Check equipment and filing for repairs
- Conducting initial and end-of-season inventory, sorting and keeping equipment in good condition
- Conduct daily check of facilities and equipment in program area for safety cleanliness and good repair
- Assist in packing of all materials at end of season
- Evaluate current season and make recommendations for following season
- Assist where needed in camp when tennis is canceled due to inclement weather

COVID Policy

Staff members will need to comply with all guidelines and requirements set by the State of Maine, the US CDC, and Camp Encore/Coda. These guidelines and requirements are constantly evolving and will not be known until the start of camp. They also may change during the camp season. Staff members will need to be flexible, comply with mask-wearing mandates, and be willing to assist with cleaning, supervision of camper hand washing, and other COVID related duties as required.

Essential Functions

- Assist campers in emergency (fire, evacuation, illness, or injury)
- Communicate effectively to enforce safety regulations
- Observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures
- Apply appropriate behavior-management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards
- Possess the strength and endurance required to maintain constant supervision of campers
- Physical ability to respond appropriately to situations requiring first aid or CPR
- Cognitive and communication abilities to plan and conduct activities to achieve camper development objectives
- Able to accompany campers to activity locations
- The physical stamina to function in a rural summer camp setting for the term of employment

