



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

**Our Core Values:** Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

**Job Title:** Pickleball Instructor  
**Reports To:** Programs & Special Events Manager  
**Classification:** Operations I  
**Salary Range:** \$11.00 - \$18.90 hourly  
**FLSA Status:** Part time Non-Exempt Hourly  
**Location:** Two Rivers Activity Center (TRAC), Jamestown, ND 58401

**Job Summary:** Under the general supervision of the Programs and Special Events Manager a Pickleball Instructor will be passionate about pickleball, possess strong instructional skills, and can create engaging and effective lessons for beginner, intermediate and advanced players. Responsible to uphold JPRD values and ensure the physical and mental safety of all participants involved. This position offers an exciting opportunity to contribute to the growth of pickleball within our community.

#### **Essential Duties and Responsibilities:**

- Arrive 15 minutes before lessons and assure all supplies are ready to begin lessons at scheduled times
- Develop and implement lessons for pickleball players including group or individual lessons that focus on skill development, strategy, court and game etiquette and game improvement.
- Conduct skill assessments and evaluate skill levels to adapt instruction accordingly.
- Promote a positive learning environment and foster a supportive and inclusive atmosphere.
- Adhere to safety standards and recognize safety warnings and hazards, recognize unsafe conditions and take appropriate precautions.
- Stay informed and up-to-date with the latest developments in pickleball instruction.
- Clearly communicate schedules, expectations, and any changes to participants.
- Build positive relationships and work well with team members and community members.
- Ability to work flexible hours, including weekends and evenings.
- Respond promptly to inquiries from participants or the Programs and Special Events Manger.
- Develop safe, professional and comprehensive pickleball lessons.
- Communicate effective teaching styles and techniques with written and oral instructions to include group or individual lessons

#### **Qualifications:**

##### **Education:**

- High school diploma or equivalent preferred.
- CPR and First Aid Certification (will provide course).
- Pickleball Instructor Certification by USA Pickleball or another accredited certifying body or thorough knowledge of the game of Pickleball.

**Experience:**

- Understanding of Rules & strategies of pickleball as listed in the official USA Pickleball Rulebook and drill methods for skill improvement and development.
- Previous experience coaching or teaching other paddle/racquet sports.
- Previous experience coaching or teaching adults and/or children.
- Communication and customer service skills.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will require the attendance at regular team meetings, trainings and special planned events. You may be asked to work evenings, weekends, extended shifts and outdoors during all seasons of the year.

**Physical Requirements:**

Demonstrate physical fitness, including frequent standing, walking, bending, squatting, reaching, pushing, pulling, and repetitive movements. Ability to frequently lift light (1-14 lbs.) and occasionally lift or move up to 50 lbs. The work is performed using both indoor and outdoor spaces. In addition, must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

**Direct Reports:** None

**AAP/EEO Statement:**

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

<b>Approved by:</b>	Amy Walters
<b>Date approved:</b>	1/16/2025
<b>Reviewed:</b>	Tammy Mewes
<b>Date:</b>	1/15/2025