



**Town of Grand Chute  
Position Description**

<b>Job Title:</b>	Pickleball Assistant	<b>Reports To:</b>	Pickleball Instructor		
<b>Department:</b>	Parks and Recreation			<b>Date:</b>	February 2025
<b>FLSA Status:</b>	Non-exempt	<b>Pay Grade:</b>	Seasonal B	<b>FTE:</b>	.10

**General Job Summary**

This is a temporary part-time seasonal summer position (May – September), class schedule TBD. Position will be scheduled approximately 20 hours per week. This position reports to the Pickleball Instructor and is primarily responsible for assisting with pickleball classes for students aged ten (10) and older. The position is responsible for maintaining pickleball equipment, assisting with demonstrations, and partnering up with class members when there are uneven numbers.

**Duties and Responsibilities**

1. Assist in instructing pickleball classes for students age ten (10) and older.
2. Actively participate in activities, demonstrations, and partner with class members when there are odd numbers.
3. Supervise participants (both adults and children) and maintain a safe learning environment.
4. Help prepare courts for play, pull out, and put away pickleball equipment.
5. Serves as liaison between participants and the Parks and Recreation Department.
6. Attend Town required trainings and staff meetings.
7. Work in a manner that is aware of personal safety and the safety of others. Observe safety, health and sanitation codes, regulations, policies, or practices required by the Town or governmental authority.

Perform additional duties as assigned. Regular on-site attendance is required.

**Formal Supervision Exercised Over:**

Participants

## **Required Minimum Qualifications**

### **Education & Experience**

- At least eighteen (18) years of age.
- Possess and maintain a valid driver's license and be able to drive a motor vehicle.
- Experience in pickleball or teaching.
- First Aid and CPR certified preferred (Provided by Grand Chute Fire Dept.)
- High school diploma or equivalent.

### **Knowledge, Skills, and Abilities**

- Skilled at teaching others.
- Knowledge of pickleball rules.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity.
- Ability to establish and maintain effective working relationships with others.

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

### **Equipment Used**

- All pickleball related equipment such as paddles and balls.

### **Working Conditions**

- This position is performed in an outdoor setting.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

- Requires the ability to exert physical effort, typically involving standing, walking, running, stooping, crouching and other activities related to the game of pickleball.

### **Note**

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.