



APPLY NOW 

Join the
Waynesville
Parks & Recreation
Department Today

BECOME A PICKLEBALL INSTRUCTOR

Now Recruiting
Experienced
Pickleball Instructor
\$17.00/hour
401K option
10 hours per week
Monday & Wednesday

Call James Brown for more information: 828-456-2030 extension 2511

CLASS TITLE: PART-TIME PICKLEBALL INSTRUCTOR

Date: October 15, 2025

From: Town of Waynesville- Human Resources Department

Title: Part-Time Pickleball Instructor

Reports to: Athletics Director

Department: Parks & Recreation – Athletics Division

Compensation: \$17.00/hour

Schedule: Monday & Wednesday – schedule varies (10 hours per week)

POSITION OVERVIEW

The Town of Waynesville Parks & Recreation Department is seeking an enthusiastic, skilled, and dedicated individual to serve as a Part-Time Pickleball Instructor. The instructor will be responsible for planning, organizing, and leading high-quality pickleball lessons, clinics, and instructional programs for participants of all ages and skill levels, promoting a fun, safe, and positive learning environment.

This position has been identified as a role that requires a North Carolina SBI criminal history record check based on responsibilities involving work with individuals under 18 years of age. The results of this record check will be used in the hiring decision for this position.

KEY RESPONSIBILITIES

The Tasks listed below are those that spend the majority of time spent working in this class. Management may assign different tasks related to the type of work of the class as necessary.

Instruction & Programming:

1. Develop and implement engaging lesson plans and progressive curricula for various instructional formats (e.g., private lessons, group clinics, youth camps, adult beginner/intermediate courses).
2. Teach the fundamentals of pickleball, including rules, court positioning, proper paddle grip, stroke mechanics (serve, dink, volley, drive), and strategy.
3. Modify instruction and drills to accommodate different learning styles, physical abilities, and skill levels of participants.
4. Ensure all classes start and end on time and are well-organized, maintaining a professional and energetic demeanor.
5. Maintain accurate attendance records and provide timely feedback and progress reports to participants.

Safety & Facility Management:

1. Enforce all Town of Waynesville Parks & Recreation safety rules and procedures for the use of equipment and courts.
2. Inspect courts and equipment prior to each session to ensure a safe playing environment; report any maintenance issues or concerns immediately to the Athletic Director.

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3. Administer basic first aid (if certified and necessary) and document any accidents or incidents according to departmental procedures.

Communication & Administration:

1. Serve as a positive representative and ambassador for the Town of Waynesville Parks & Recreation Department.
2. Maintain clear and professional communication with participants, parents (for youth programs), and departmental staff.
3. Assist the Parks & Recreation staff with promotion and registration for pickleball programs as needed.
4. Track and submit work hours accurately and in a timely manner.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Education and Experience:

- High School Diploma or GED required.
- Minimum of [e.g., one (1) year] of experience teaching or coaching pickleball, or substantial high-level playing experience.
- Experience working with diverse age groups and skill levels is highly desirable.

Knowledge, Skills, and Abilities:

- **Expert knowledge** of the rules, techniques, and strategies of the sport of pickleball.
- Excellent verbal communication and public speaking skills, with the ability to clearly demonstrate and explain complex movements and concepts.
- Strong organizational and time-management skills.
- Ability to maintain energy, enthusiasm, and a positive attitude during instruction.
- Ability to handle emergencies and difficult situations calmly and effectively.
- Must be able to work a flexible schedule, including early mornings, evenings, and/or weekends.

Certifications/Licenses:

- Must possess a valid North Carolina Driver's License.
- Current CPR/AED and First Aid Certification is preferred (or must be obtained within a specified timeframe after hire).
- *Preferred:* Certification from a recognized pickleball organization (e.g., IPTPA, PCI, PPR).

Physical and Working Conditions

Physical Requirements:

- Must be able to stand, walk, run, stoop, bend, crouch, and stretch for extended periods.
- Ability to demonstrate skills and techniques actively on the court, including striking a pickleball repeatedly.
- Ability to lift and move equipment, such as nets, balls, and storage containers, up to 25 pounds.
- Visual and auditory ability to observe and monitor participants for safety and technique.

Working Conditions:

- Work is primarily performed indoors on pickleball courts.

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- Some administrative work may be performed indoors.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Apply online at: <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

Or scan the QR Code to apply online:



Interested applicants may submit an application to:

Town of Waynesville,

Brittany Angel, HR Coordinator

Human Resources Department

16 S. Main Street, Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled

The Town of Waynesville is an Equal Opportunity Employer.