



ASSISTANT TENNIS PROFESSIONAL Job Description

I. POSITION

Assistant Tennis Professional

II. JOB SUMMARY

Assist in management of all facilities and activities related to tennis.

III. ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Ability to instruct both private and group tennis lessons for all ages and levels of player.
- Assists Tennis Director in organizing and directing club activities, events, and tournaments.
- Assists in organizations and administration and officiates at tournaments, exhibitions, and social events.
- Assists with court maintenance as needed, ensure proper usage of all equipment.
- Assists in Pro Shop when available answering the phones and helping guests with purchases.
- Maintains a close relationship with other professionals.
- Market's tennis programs and facilities.
- Regular and reliable attendance.
- Leadership and public relations skills and good decision-making skills.
- Attends staff meetings.

IV. QUALIFICATIONS

- Four-year bachelor's degree required.
- Proven experience working as a Tennis Instructor.
- Experience running junior development programs.
- Knowledge of court maintenance.
- Certification with either U.S. Professional Tennis Association (USPTA) or Professional Tennis Registry (PTR).
- Must be flexible and have the ability to work weekday, evening, and weekend hours, as required.

V. WORKING CONDITIONS

Ability to control natural swing speed during instruction or matches with inexperienced players. Sufficient stamina to tolerate hot and humid outdoor weather for several consecutive hours. Continuous standing, walking, running, bending, stooping and repetitive actions. Frequent use of light machinery and hand-held tools. Frequent lifting and moving of objects.

VI. REPORTS TO
Director of Tennis

VII. Compensation
Hourly plus commission.