

I. Position

Assistant Tennis Professional (10.2)

II. Related Titles

Tennis Coach; Assistant Tennis Pro

III. Job Summary

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

IV. Job Tasks (Duties)

1. Provides group and individual tennis lessons as assigned by Tennis Professional
2. Assists with special tennis events
3. Records court reservations and lesson appointments
4. Supervises other tennis staff including Tennis Shop Salesperson
5. Assists Tennis Professional as requested
6. Manages tennis shop in Tennis Professional's absence

V. Reports to

Tennis Professional

VI. Supervises

Tennis Shop Salesperson