

Recreation: Tennis

III. Position

Tennis Professional (10.1)

II. Related Titles

Director of Tennis; Tennis Pro

III. Job Summary

Organize and direct all club tennis activities, events, exhibitions, tournaments and lessons.

IV. Job Tasks (Duties)

1. Plans and directs instructional programs
2. Provides lessons and clinics relating to the techniques and strategies of tennis to members and guests
3. Organizes, administers and officiates at tournaments, exhibitions and inter- and intra-club social events
4. Administers and enforces club tennis policies and procedures regarding play on club courts
5. Strings rackets and performs other light equipment repairs
6. Purchases and maintains adequate beverage inventory
7. Sells beverages to members and guests
8. Coordinates maintenance, repair and cleaning of courts with grounds and maintenance departments
9. Writes and edits all tennis-related news for the club newsletter (includes photos when possible)
10. Selects, trains, supervises and evaluates the Assistant Tennis Professional and other tennis staff
11. Manages the tennis shop
12. Establishes and implements an accurate inventory control system and reports results accordingly
13. Transfers all charge tickets from the tennis shop to the accounting department
14. Develops the budget for the tennis profit center; takes corrective action as necessary to help assure that budget goals are met
15. Ensures that all club members and guests receive courteous, prompt and professional attention to all their tennis needs
16. Markets tennis facilities to members and guests
17. Develops a detailed annual calendar of tennis activities and applicable promotion campaigns during the tennis season
18. Maintains a close working relationship with other club professionals
19. Attends all staff and management meetings
20. Maintains an accurate record of all lessons and clinics given; provides written reports on a monthly basis
21. Inspects and maintains all physical areas constantly
22. Participates on all committees related to the tennis operation
23. Represents the club in area professional tennis activities and at state or national tennis events with approval from the club
24. Assists Food and Beverage Director, Chef, Banquet/Catering manager to coordinate food and beverage service support for tennis events
25. Ensures that all employees consistently comply with club's employee manual and with all applicable federal and state employment laws

V. Reports to

General Manager

VI. Supervises

Assistant Tennis Professional