



Tahoe Donner Association Job Description

Job Title: Adult Tennis Coordinator
Job Code: 296
Department: Tennis
Reports To: Director of Tennis
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 19
Pay Range: \$21.~~355~~ – \$29.~~3607~~ per hour + Commission
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SUMMARY

Under the direction of the Tennis Director, the Adult Tennis Coordinator is responsible for leading, supervising, and implementing all Tennis/Pickleball Instructional Programming. This is to include clinics, lessons, special events and tournaments. The Adult Tennis Coordinator is the authorized supervisor in charge of the Tahoe Donner Tennis Center Instructional Program (not to include the junior tennis program). The Adult Tennis Coordinator is responsible for the day-to-day operation, coordination, and safety of the members and guests who participate in accordance with Tahoe Donner policies, procedures, including any relevant federal, state, and/or regional legislation, policies, and procedures. The Adult Tennis Coordinator will both lead and actively participate in the instructional tennis/pickleball program and operations. The Adult Tennis Coordinator will be responsible for staff scheduling and ensuring that staff is respectful of members, guests, and that equipment and facilities are clean, safe, and well maintained. The Adult Tennis Coordinator will monitor and record the numbers of participants in the program, costs of equipment and supplies, and other expenses, and any information, as required. The Adult Tennis Coordinator is responsible to keep current, accurate, and confidential participant information. The Adult Tennis Coordinator will manage the instructional tennis program budget, reports on expenditures and revenues and supervise the instructional staff.

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

The Adult Tennis Coordinator will work up to 40 hours per week inside the tennis pro shop. The Adult Tennis Coordinator will schedule themselves and the tennis coaching staff (not to include the junior tennis program) for lessons, clinics, and special events. The Adult Tennis Coordinator will be responsible to create and schedule the monthly tennis/pickleball calendars for each month of their employment.

Hire, train, supervise and schedule a staff of tennis/pickleball professionals. Evaluate and continue to train staff with the latest coaching techniques and provide feedback to staff for positive and constructive elements of their job performances.

Establish, maintain, and continuously upgrade lesson plans for a comprehensive tennis program. Evaluate students and create a performance-based set of criteria to allow students to improve and progress to higher levels of the program. Create a list of criteria that students are encouraged to focus on to allow them continued success in this tennis program and for their future improvements in the sport.

Provide constant feedback to the Director of Tennis about all program equipment needs, staff and or student challenges. Provide a continuous update of class participation, options for growing or adjusting programs and all advertising needs and ideas to continuously make aware the tennis program to our members and guests. Provide the Director of Tennis with evaluations of staff and students at the end of their employment and participation in the program.

Provide excellent customer service to customers, employees and business partners.

Assist members and guests with information about Tennis Programs and activities.

Assist in cleaning the courts, storage sheds and any areas of the tennis facility as needed. Participate with set-up and dismantling program props, signs, and other equipment as needed. Clean and maintain tennis area, supplies and equipment.

Maintain current knowledge, implements, and enforce Association rules, regulations, policies, and procedures.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and one to two years related experience and/or training in recreation, and/or tennis industry; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current Cardiopulmonary Resuscitation (CPR) and First Aid certifications and AED training and USPTA/PTR Certification.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Effectively communicate with members and all patrons based on knowledge of all Tennis programs.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and communicate. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

COMMISSION LEVELS

Assistant Tennis Director will receive 70% minus their hourly compensation of all revenue collected from the lesson/clinic they are teaching.

Assistant Tennis Director will receive a 5% [bonus-commission](#) based on each day's total revenue generated from the tennis/pickleball instructional program. This does not include the lesson and clinic revenue they generate. This does not include revenue generated from the Junior Tennis Program.

This [bonus-commission](#) structure is subject to change at the beginning of each season.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE