



Tahoe Donner Association Job Description

Job Title: Junior Tennis Coordinator
Job Code: 296
Department: Tennis
Reports To: Director of Tennis
Class Code: 9066
FLSA Status: Non-exempt
Pay Range: \$18.10 – \$24.88 per hour + Commission
File Name: Junior Tennis Coordinator.doc
Prepared Date: revised on 5/10/17, updated 5/7/22

SUMMARY

Under the direction of the Tennis Director, the Junior Tennis Coordinator is responsible for leading, supervising, and implementing all Junior Tennis Programming. This is to include the junior tennis camps and Tahoe Donner Camp clinics. The Junior Tennis Coordinator is the authorized supervisor in charge of the Tahoe Donner Tennis Center Junior Tennis Program. The Coordinator is responsible for the day to day operation, coordination, and safety of the children who participate in accordance with Tahoe Donner policies, procedures, including any relevant federal, state, and/or regional legislation, policies, and procedures. The Coordinator will both lead and actively participate in the junior tennis program and operations. The Junior Tennis Coordinator will be responsible for staff scheduling and ensuring that staff is respectful of children, parents, and that equipment and facilities are clean, safe, and well maintained. The Junior Tennis Coordinator will monitor and record the numbers of children participating in the program, costs of equipment and supplies, and other expenses, and any information, as required. The Junior Tennis Coordinator is responsible to keep current, accurate, and confidential participant information and waivers. The Junior Tennis Coordinator will manage the junior tennis program budget, reports on expenditures and revenues and supervise tennis camp staff.

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

Hire, train, supervise and schedule a staff of Tennis Camp Pros. 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 junior tennis camp 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 rewards system for good behavior, sportsmanship and skills progressions to give students a sense of accomplishment on a continuous basis. 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 junior 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 Junior 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 enforces 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 Junior 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

Junior Tennis Coordinator will receive a seasonal bonus based on the level of revenue generated for all Junior Programming. This will include all Junior Tennis Camp and Tahoe Donner Camp revenue. This does not include any Junior Private Lessons or any lesson, clinic or revenue that is not specific to the above stated programs.

2022 Seasonal Bonus Commission – Memorial Weekend to Labor Day Weekend

\$22,000 and Below in Revenue – 10% Bonus – on revenue within this range

\$22,000.01 to \$24,750.00 – 11% Bonus – on revenue within this range

\$24,750.01 to \$27,500.00 – 12% Bonus – on revenue within this range

\$27,500.01 to \$30,250.00 – 13% Bonus – on revenue within this range

\$30,250.01 to \$33,000.00 – 14% Bonus – on revenue within this range

\$33,000.01 to \$35,750.00 – 15% Bonus – on revenue within this range

\$35,750.01 to \$38,500.00 – 16% Bonus – on revenue within this range

\$38,500.01 to \$41,250.00 – 17% Bonus – on revenue within this range

\$41,250.01 to \$44,000.00 – 18% Bonus – on revenue within this range

\$44,000.01 to \$46,750.00 – 19% Bonus – on revenue within this range

\$46,750.01 and beyond – 20% Bonus – on revenue within this range

This bonus structure is subject to change at the beginning of each season.

Commission structure for Clinics and Lessons taught outside the Junior Tennis Programs stated above. Junior Tennis Coordinator will receive an hourly wage and a commission amount not to exceed 70% commission from the total of the member rate from the private lesson or clinic. The 70% commission amount is based on prior experience and can be lowered to accommodate less experienced individuals. This commission amount will not be lower than 50% of the total of the member rate from the private lesson or clinic.

Junior Tennis Coordinator will receive 100% commission on all gratuities.

Example – Junior Tennis Coordinator 1 at 70% commission level

\$100 lesson/clinic total * 70% = \$70

Hourly Rate - \$15

Commission total + hourly rate – hourly rate = \$70

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

EMPLOYEE NAME

EMPLOYEE SIGNATURE

/_____
DATE