



Tahoe Donner Association Job Description

Job Title:	Tennis Coordinator
Job Code:	288
Department:	Tennis
Reports To:	Tennis Director/Pro Shop Supervisor/Adult Tennis Coordinator
Class Code:	9053
FLSA Status:	Non-exempt
Salary Level:	Hourly 10
Pay Range:	\$17.60 - \$24.20
File Name:	Tennis Coordinator
Prepared Date:	10/04/2013, revised 5/8/2022

SUMMARY

The Tennis Coordinator reports directly to the Adult Tennis Coordinator/Pro Shop Supervisor. The Tennis Coordinator uses existing databases and knowledge of player's ratings and levels of play to organize and execute matchmaking services to members and guests. The Tennis Coordinator will help organize USTA leagues, interclub, play days and round robins in conjunction with the Adult Tennis Coordinator/Pro Shop Supervisor.

SKILLS knowledge of the following:

The Tennis Coordinator will have a strong ability to recognize playing levels and be able to suggest, schedule and organize matches with members and guests with the most competitive opponents. The Tennis Coordinator will have a strong ability to organize lists, databases and other forms of information to help members and guests with matchmaking ability. The Tennis Coordinator will also help organize and execute round robins, play days and other playing specific socials with the Adult Tennis Coordinator/Pro Shop Supervisor. A strong playing background is not required but is beneficial. The ability to use Excel, Word and other database programs is required. A neat, accurate and focused attention to details is a must. A strong ability to call, email and communicate with the members and guests to help fill matches, play dates and other playing social is required.

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

Provide excellent customer service to clients, business partners, Association members, and employees allowing for open communication of ideas at all levels.

Create and Execute Tennis Specific databases of playing levels and matchmaking services.

Interact with all members and guests to see if their playing needs are being satisfied.

Promote playing events through word of mouth, signage or with the assistance of the Adult Tennis Coordinator/Pro Shop Supervisor and Communications department create Instant News, TD News or other forms of communication about playing events.

Record all competitive playing results and enter those results into the tennis databases (Tencap, Excel or Word Documents) to help create a more accurate assessment of players level improvement or regression.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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. In addition, the Tennis Coordinator must be capable of basic updates to our Web site.

EDUCATION and/or EXPERIENCE

A High School Diploma or equivalent is required. A college degree is recommended but not required. Prior experience with matchmaking and tennis coordination is recommended but not required. **This position requires initiative.**

CERTIFICATES, LICENSES, REGISTRATIONS

None

LANGUAGE SKILLS

Ability to read, analyze, write, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write advertising and promotional copy for a general audience. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. **Ability to speak effectively before groups of customers or employees of organization.**

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to create budgets, forecast revenue and track expenses. The ability to use Microsoft Excel or Word is recommended but not required.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TEAMWORK

Exercise teamwork across businesses, functions, and association departments. Maintain open communication channels across all avenues creating an atmosphere where all ideas can be expressed freely. Welcome creativity as a problem-solving tool. Implement change followed by continuous improvement.

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 may be exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate.

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

EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE DATE