



Tahoe Donner Association Job Description

Job Title: Tennis Host
Job Code: 090
Department: Tennis
Reports To: Tennis Director/Pro Shop Coordinator/Tennis Coordinator
Class Code: 9053
FLSA Status: Nonexempt
Salary Level: Hourly 1
Pay Range: \$15.00 - \$20.63
File Name: Tennis Host
Prepared Date: 6/26/2012, revised 5/8/2022

SUMMARY

The Tennis Host is responsible for implementing all Tennis/Pickleball pro shop related policies and procedures. This is to include pro shop inventory merchandising, sales and restocking. The Tennis Host 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 Tennis Host will actively participate in the pro shop operations. The Tennis Host will be respectful of members, guests, and that equipment and facilities are clean, safe, and well maintained. The Tennis Host will monitor and record the numbers of participants in the programs, and any information, as required. The Tennis Host is responsible to keep current, accurate, and confidential participant information.

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

Execute on court maintenance, including court washing, light repair work of windscreens, nets, trash receptacles, benches and any other tennis/pickleball equipment. Maintain a high level of cleanliness throughout the pro shop/lounge/bathrooms/breezeway/patio and deck. Assist members and guests with information about tennis clinics and tennis activities.

Maintain understanding of Association rules, regulations, and prescribed program guidelines and complies with safety regulations including checking member passes and collecting money for the use of the facility.

Participate with set-up and dismantling program props, signs, and other equipment as needed. Clean and maintain clinic area, supplies and equipment.

Maintain a working knowledge of the Tennis Center rules and regulations and policies, including safety and first aid, the court areas, walkways and restroom areas.

Provide customer service including fielding complaints, addressing customer problems and concerns, collecting money for lessons, rentals, retail sales and food.

Keeps facility including main building and entrance area and bathrooms clean and free of hazards, debris and trash. This aspect of the job often includes other custodial duties.

Perform opening and closing procedures at the facility, counting banks in and out, making deposits, unlocking and locking the facility and making sure trash is secure from the bears and animal population at Tahoe Donner.

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

Less than high school education; or up to one-month related experience or training with children and children's activities; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

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 guests based on knowledge of tennis programs.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 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 talk or hear. 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.

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 occasionally exposed to moving mechanical parts. 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