



Tahoe Donner Association Job Description

Job Title: Tennis/Pickleball Professional
Job Code:
Department: Tennis
Reports To: Director of Tennis / Adult Tennis Coordinator
Class Code:
FLSA Status: Non-exempt
Salary Level:
Pay Range: \$15.00 - \$20.63 + Commission. This will not exceed 70% of the total member revenue amount collected from the lesson or clinic.
File Name: Tennis Professional.doc
Prepared Date: revised on 5/6/22, updated 5/6/22.

SUMMARY

Under the direction of the Tennis Director/Adult Tennis Coordinator, the Tennis/Pickleball Professional (hereafter called Professional) is responsible for leading, supervising, and implementing all Tennis Instructional Programs. This is to include clinics and lessons. The Professional will implement the Tahoe Donner Tennis Center Instructional Program as planned by the Director of Tennis/Adult Tennis Coordinator. The Professional is responsible for the day-to-day operation, coordination, and safety of the members and guests who participate in accordance with the Tahoe Donner policies, procedures, including any relevant federal, state, and/or regional legislation. The Professional will both lead and actively participate in the instructional tennis program and operation. The Professional will be responsible for ensuring that equipment and facilities are clean, safe, and well maintained. The Professional will monitor and record the number of participants in the program, costs of equipment and supplies, and other expenses, and any information, as required.

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

Establish, maintain and continuously upgrade lesson plans for a comprehensive tennis/pickleball instructional 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/Adult Tennis Coordinator 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 instructional program to our members and guests. Provide the Director of Tennis/Adult Tennis Coordinator 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 all Tennis/Pickleball 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/PPR 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

