



Tahoe Donner Association Job Description

Job Title: Tennis Social Coordinator
Job Code: 090
Department: Tennis
Reports To: Tennis Director
FLSA Status: Non-exempt
Salary Level: Hourly
Pay Range: \$15.80 - \$21.73
File Name: Tennis Social Coordinator
Prepared Date: 6/26/2012, revised 5/8/2022

SUMMARY The Tennis Social Coordinator reports directly to the Tennis Director. The Tennis Social Coordinator uses event coordination and party design to create social events at the tennis center that coincide with already existing events or are completely new events. The main focal point of the Tennis Social Coordinator is to enhance the tennis center's social footprint by creating events that bring together not only tennis players but fellow homeowners and guests to enjoy a fun filled, themed social experience.

SKILLS knowledge of the following:

Event and Party Planning, Decorating, Social Promotion, Event Theming, F&B ordering and execution, creating food and party volunteers. Ability to create budgets, forecast revenue, and track expenses. Ability to write emails, website updates and articles for the various media platforms that exist within TDA.

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 Social Events.

Decorate and Theme events to coincide with already existing events or create new events that are able to utilize the Tennis Centers lounge, patio and deck area to its maximum potential.

Promote events through word of mouth, signage or with the assistance of the Tennis Director and Communications department create Instant News, TD News or other forms of communication about events.

With the Tahoe Donner F&B department order supplies, food or beverage items to coincide with the events theme and needs.

Create a list of volunteers for food, beverage or stationed help before, during and after events.

In conjunction with The Tennis Director create a budget for each event that will maximize the value for each of the participants but will remain either a break even or a small profit center.

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 Social 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 with a specialty in event coordination/event promotion is recommended but not required. Experience with private, public or professional event planning is required. **This position requires initiative and an artistic sensibility.**

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