

Job Description

Position Title: Assistant Tennis Professional

Reports to (Position Title): Director of Tennis/Head Tennis Professional

Position Overview:

Reporting to the Director of Tennis, the Assistant Tennis Professional is responsible for promoting and elevating the game as an important part of the membership’s lifestyle and recreational enjoyment. Ensuring Grand Harbor’s tennis facilities are operated in the most efficient manner, the assistant is responsible for overseeing all elements of the Club’s tennis-related activities for the most exceptional tennis experience for Club members and guests.

Essential Duties & Responsibilities:

- Works with the Director of Tennis and Head Professional in managing all aspects of the tennis operation.
- Oversee league play. Using the Tennis Software, enter names in the system and form teams.
- Monitor and “work” the practice facilities to provide member assistance and ensure range standards.
- Provide information and interpretation of tennis policies, rules and regulations.
- Interprets and enforces Club rules & regulations; ensures that staff is familiar with and enforces these rules.
- Works in the Tennis Shop as needed.
- Assists members with lessons, clinics, and racquet repair needs.
- Prepare and distribute sign-up sheets for regular group play
- Maintain an attractive, orderly appearance in and around the pro shop, practice facilities and other tennis-related areas to create the highest quality environment for members and guests.
- Devotes a reasonable amount of time to playing tennis with members at all skill levels.
- Maintain playing ability and work to stay competent in all areas of the game.
- Attend and participate in regularly scheduled staff meetings.
- Directs any employment or personnel concerns to the Director of Tennis/Head Tennis Professional.
- Avails him/herself to the best of his/her abilities to directly assist in the furtherance of member satisfaction.
- Always maintain a friendly, hospitable and helpful attitude with all members, guests and fellow employees.
- Such other duties as may be assigned by the Company at its discretion from time to time.

Knowledge, Skills, and Abilities:

- Expertise in tennis rules and regulations
- Complete knowledge of opening and closing procedures in the Tennis Shop
- Proficiency with Microsoft Word, Excel, Outlook, Tennis Software and Jonas POS.
- Monitoring and evaluating assigned tennis programs.
- Communicate clearly and effectively, both orally and in writing.
- Instruct beginners and skilled players in the game of tennis.

Credentials and Experience:

- High School Graduate or GED
- USPTA member or apprentice in good standing
- Minimum of two years’ experience at a recognized tennis club

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Amount of Time			
Under 1/3	1/3 to 2/3	Over 2/3	N/A

Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Amount of Time

LIFTING:	Under 1/3	1/3 to 2/3	Over 2/3	N/A
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Amount of Time

WORK ENVIRONMENT:	Under 1/3	1/3 to 2/3	Over 2/3	N/A
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Position Type/Expected Hours of Work

This is a full-time position. Days and regular hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.; however, this position regularly requires long hours and frequent weekend work.

I have read my Job Description and understand the information contained herein. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with my job.

Employee

Date

For Human Resources Use Only

Supervisory/Functional Management Requirements – Check Only One Category Below

_____ None	Does not provide work direction or supervision to others
_____ Lead/Supervisor	Provides work direction, leadership, and training to a few employees
	<ul style="list-style-type: none">• Directly supervises _____ (#of) employees• Indirectly supervises _____ (# of) employees• Supervises an area including: _____
_____	Manages a function without direct supervision of people (May have budget responsibility)
_____	Manages one group (supervises ____ (#of) people and has budget responsibility ___ (yes) ; ____ (no))
_____	Manages more than one group (supervises others & has budget responsibility)

FLSA Status: Exempt Non-Exempt †

EEO-1 Category: Executive/Senior Level Officials & Managers First/Mid Level Officials & Managers Professional Technician Sales Worker Administrative Support

Approved Date: