

Tennis Complex Manager

Job skills and requirements:

Ideal candidate will have superb organization skills. They will be able to manage events, staff, and sports complex at two clubs. Position requires 2 or more years of management experience, advanced tennis knowledge (including clay court maintenance, scheduling of staff and tennis pros – including hiring the pros, and tournament planning), and courteous customer service to club members and guests.

Detailed Job Responsibilities:

1. Scheduling, training, hiring of tennis maintenance staff, tennis club staff, tennis pros, and oversee pool staff.
2. Oversee and manage clay court maintenance at both clubs Wildewood (WW) & Woodcreek (WC). Oversee and manage daily maintenance of tennis/pool complex at (WW) tennis/pool area at (WC).
3. Create plan for tennis programs, pro instructions and social events (with assistance of Tennis Committee).
4. Coordinate ground maintenance, facility cleaning, snack and drink offerings for the tennis complex at (WW) & the courts/pool area at (WC).
5. Manage financial records for purchases, court fees, and lessons scheduled (WW) & (WC) tennis facilities.
6. Enforce club rules and policies to foster a positive, safe, and clean environment for members, guests, and employees.
7. Supervise and run social events and tennis tournament for adults and juniors
8. Manage tennis service projects – restringing, record keeping, league play, team formation, and website “Reserve your Court”.
9. Serve as direct contact for University of South Carolina tennis program for use of tennis complex.