



THE CLUB[™] AT FLYING HORSE

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JOB TITLE: Asst. Tennis Professional

DEPARTMENT: Tennis

REPORTS TO: Adult Coordinator and Junior Development Professionals and Athletic Director.

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SUMMARY

This is a part time position currently with the potential to move into full time. This person will be responsible for assisting with Junior & Adult Programs, Pickleball, teaching private as well as group lessons, teaching drills, court maintenance, administrative duties, USTA League assistance, Member Mixers, and other duties determined by the Adult Coordinator and Junior Development Professionals and Athletic Director.

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DUTIES

Essential duties are as follows:

- 1) Be able to effectively and efficiently set up and execute a lesson plan for private lesson as well as group drills.
- 2) Ensure that all aspects of teaching meet a specific quality standard.
- 3) Assist in building Adult & Junior Programs.
- 4) Become a role model for all current and prospective juniors and adults in the tennis program.
- 5) Assisting in Court Maintenance and closing of Tennis Bubble.
- 6) Must be able to lift and carry minimum of 40 lbs.
- 7) It is the duty of all Tennis personnel to promote and manage a seamless line of communication between all staff and members.
- 8) Other responsibilities delegated by the Adult Coordinator and Junior Development Professionals and Athletic Director.

Employees are held accountable for all duties of this job.

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RELATIONSHIPS

- 1) Reports to Adult Coordinator and Junior Development Professionals and Athletic Director for the fulfillment of functions and responsibilities.
- 2) Will have contact with Golf Pro, Golf Course Superintendent, Membership Director, Athletic Director, Food & Beverage personnel, and other industry related people and is to conduct relationships in a manner that will enhance the overall marketing and operational success of the company.

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JOB SPECIFICATIONS (Minimum requirements)

EDUCATION/EXPERIENCE

Must have minimum of two years of Tennis Teaching experience. Must have ability to use Excel and Microsoft Word programs, use of photocopying and fax equipment. Must be detail oriented, accurate and possess good organizational abilities and be capable of handling multiple tasks simultaneously. Self-Motivation is essential.

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INTERPERSONAL RELATIONS

Must possess customer service skills and strong oral communication skills. Competency in dealing with members and fellow employees under circumstances requiring tact and diplomacy. Must possess the ability to work effectively under time deadlines.

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Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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PLEASE DO NOT CALL. ONLY RESUMES THAT ARE EMAILED TO
JBEARD@FLYINGHORSECLUB.COM WILL BE CONSIDERED. THANK YOU!