

COMMUNITY TENNIS CENTER DIRECTOR

Location: Bush Tennis Center at 5700 Briarwood in northwest Midland, TX, is a world class facility built in 2012 with 18 full size lighted courts, a lighted center court, and eight permanent 36' courts for 10 and Under tennis. A full size pro shop, restrooms and ample parking accommodations are also available.

Position Function/Purpose: This position will provide organizational leadership and overall management on a day-to-day basis for Midland Tennis Center, Inc. (dba Bush Tennis Center) with accountability to accomplish the goals and objectives set by the Board of Directors. BTC's mission is to provide opportunity for all to play the game of tennis regardless of physical, financial, or geographic barriers.

[NOTE: Based on the mission and development of BTC as a non-profit organization, it should be noted the position of Community Tennis Center Director for BTC is entirely different than most tennis clubs or tennis facilities. In this position, unlike other tennis directors, it is important to make BTC's presence known in the community and generate facility usage through effective programming and outreach for all.]

Education and Qualification Requirements:

1. Bachelor's degree (preferred) in recreation, business management, finance, marketing, social services or equivalent
2. Five years (minimum) management experience, preferably in a tennis environment/sports facility, including direct experience in revenue achievement and expense management combined with people skills and tennis-teaching/playing ability at all levels, also demonstrates a passion for education and community engagement.
3. USPTA Required Certification with knowledge of USTA Programs and tournaments preferred; also aware of local ISD, UIL, TTCA and TAPPS.
4. History of having played at a collegiate or national level.
5. Communicates a vision and promotes the tennis program to recruit and retain participants
6. Maintains a close working relationship with local and state tennis organizations
7. Marketing and sales experience helpful
8. Proven ability in budget development and financial analysis.
9. Proficient computer skills: Microsoft Word and Windows, Excel, PowerPoint, and Social Media (Facebook, Twitter, LinkedIn, Constant Contact) graphics/design software skills also helpful.

Demonstrated Leadership Proficiencies

1. Ability to plan and organize the work necessary to run a successful tennis center
2. Ability to deliver a high level of customer service.
3. Ability to drive membership sales
4. Ability to control costs.
5. Strong interpersonal skills with excellent verbal and written communication skills; experienced presenter. Excellent relationship building skills with ability to develop a high performing team and prevent and resolve conflict by creating an environment of mutual respect, trust and accountability.
6. Ability to meet deadlines and achieve measurable results.
7. Self-starter who is able to work independently as well as part of a strong team
8. Positive and energetic personality.

9. Creative thinker and problem solver; critical thinking and analytical abilities
10. High standards in ethics, service, and personal/professional image.

Other Requirements

1. Able to work a full-time flexible schedule at least 40 hours per week (minimum 20 on court) including mornings, evenings, holidays and weekends to meet the needs of the organization, as required.
2. Physical demands include ability to regularly walk through all areas of the tennis center, climbing stairs (where applicable), and bending and lifting (e.g., picking up tennis balls, moving of equipment, as necessary).
3. Availability and communication by cell phone is vital to operations.
4. Other duties, as required

Compensation and Benefits:

- Competitive salary (with added incentive compensation based on agreed upon goals and outcomes)
- Employer paid Health Insurance Coverage
- Center Usage Benefits
- Paid Leave (includes Vacation, Sickness or Personal Leave, as defined in the Center's Employee Handbook)

FLSA Status: Exempt Position

SEND RESUME TO mig4783@gmail.com