Tennis/Pickleball Professional Job Description

Purpose:
To actively support and uphold the Association’s stated mission and values while developing, promoting, and coordinating a comprehensive tennis and racquet-based program for the Association tennis facilities.

Supervision Received and Exercised:
Tennis professional receives general supervision from the Recreation Director.

Examples of Duties:
Duties may include, but are not limited to, the following:

- Supervise all tennis/pickleball play, as directed by Recreation Director.
- Enforce facility rules and regulations of the facility, and its equipment.
- Plan, organize and promote a year round variety of tennis programs, lessons, leagues, and tournaments for the residents of Dobson Ranch.
- Supervise the rental and maintenance of tennis equipment.
- Continue to build an active and self-sustaining tennis program.
- Attend monthly Recreation Committee Meetings.
- Work in cooperation with The Dobson Association and others who assist in the operation of the tennis/pickleball facilities.
- To help in the coordination and supervision of various on-court activities, including but not limited to:
  - Teaching workshops and certification clinics
  - Tennis socials or parties (min 4 per year)
  - Team Tennis
  - Clinics and drills
  - Any other activities the Recreation Director assigns
- Give professional opinion and or advice relating to the maintenance of the tennis courts.
- To provide private, semi-private (one- two players), or classes (3 or more players) for The Dobson Association residents at a reasonable cost.
- Devote a reasonable number of hours to playing tennis with residents regardless of their ability level to promote the activities with prior approval from the Recreation Director; such play is not to be considered a lesson.
- Perform other related duties as assigned.

Experience and Training Guidelines:
Any combination of experience and training that would provide the knowledge of the sport, minimum requirement of two years of experience in the implementation, coordination and supervision of tennis facilities and programs, and previous participatory and teaching experience in the tennis industry. Must be able to lift 50 pounds.

Licenses/Certificates:
Possession of, or required to obtain professional certifications from USPTA (United States Professional Tennis Association) (P1 or P2), OR USPTR (United States Professional Tennis Registry) Professional certification and N.T.R.P. (National Testing Rating Program) rating of 4.0 plus within six months of hire. Possession of, or required to obtain First Aid, CPR certification, and an Arizona driver’s license. All professional certifications need to be updated and submitted to the Recreation Director yearly.
Specific Job Duties

A. Programs
   1) Ensure tennis programs are in place at the facility to service the entire scope of residents and playing abilities (juniors, adults, seniors).
   2) Organize a variety of special events at the facility to retain and attract interest for the sport.
   3) Provide input to the Recreation Director for programming and funding necessary for operations with sufficient notice prior to yearly budget in July.
   4) Provide instructions for beginners through advanced to enhance resident participation.
   5) Provide educational opportunities for all residents so they can understand and enjoy the play of tennis or pickleball.
   6) Provide timely marketing information and materials regarding tennis and tennis programs for the monthly Ranchers’ Roundup newsletter. Prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
   7) Attend other Association events to promote the tennis program and get more residents involved in the playing of tennis. Events such as pancake breakfasts, annual meeting, holiday events, etc.
   8) Supervise, facilitate and oversee scheduled tennis events, instructional classes and programs; oversee the issuance and collection of recreational equipment for an event, class or program; ensure adequate staffing for the event, class, or program.
   9) The recreation department shall oversee the collection of program site registration forms, waivers and registration fees for special events, instructional classes, and programs.
   10) May administer first-aid in an emergency situation.

B. Tournaments/Socials
   1) Plan periodic tournaments and/or socials in an effort to attract and retain interests.
   2) Required to coordinate a Dobson Ranch tennis championship tournament one time a year for each playing level.
   3) Prepare post-tournament reports for the Recreation Committee.

C. Monies
   1) The recreation department determines the rate per hour for Dobson Ranch classes, socials and meetings.
   2) Balls and equipment will be provided for Dobson Ranch activities only. Excludes racquets.
   3) 100% of private lesson monies allotted to contractor. Fee to use courts will be determined by the Recreation Director.
   4) Submit a monthly report by the 15th of every month.

D. Maintenance
   1) Inspect all courts on a weekly basis.
   2) Make certain the necessary equipment for the maintenance and upkeep of the courts is on hand and in working condition.
   3) Keep the Recreation Director informed of the status of the equipment and condition of courts.
   4) Determine all courts are neat and clean at all times.

E. General
   1) Effectively responds to requests for information and provides assistance to the residents when appropriate and in a timely manner; handles public inquiries and problems, provides input on tennis related issues.
2) Responsible for organizing, coordinating, planning, training, administering and evaluating tennis/pickleball programs and services for all ages and abilities for residents of the Association.

3) Establish goals, objectives, and measurements for tennis/pickleball programs, staff, and special events.

4) Establish programming schedule, calendars, timelines, fees and charges for programs with the guidance of the recreation director.

5) Organize equipment, facility space, room rentals and/or supplies.

6) Supervise, facilitate and oversee scheduled tennis events, tennis instructional classes and programs; oversee the issuance and collection of recreational equipment for the tennis event, class or program; ensure adequate staffing for the tennis/pickleball program.

7) Clock in and out from the designated area assigned by the recreation manager when, teaching, promoting and organizing tennis/pickleball programs, events and classes.