



## JOB DESCRIPTION

**Title:** Junior On Court Professional

**Reports to:** Head Pro/Adult Programs Coordinator, Club Director, Owner

### **Summary of Position:**

The Quad City Tennis Club Junior On Court Professional is responsible for assisting in the planning and implementation of assigned Youth, Adult and Academy programs for either Pickleball and/or Tennis. This position will work with On-Court Staff Professionals to provide training to students/adults who wish to learn how to play tennis and/or pickleball, improve their skills, or compete in tournaments. The Junior On Court Professional will work with a QCTC trained Professionals to help facilitate individual and group lessons, assist in the development of training programs based on students' skills and help to evaluate students' performance and progress monthly/quarterly. Under the direction of a QCTC Trained Professional, Junior On Court Professionals are responsible for the set up, clean up and organization of on court activities. They are responsible for ensuring a safe and vibrant environment where racquet sport players can learn and thrive. This position will work with the Club Director to implement and maintain each tennis program.

### **Junior Tennis Professional Job Description**

- Help to Create, implement and Manage Lesson Plans for all assigned programs
- Assist in the Clubs round robins, tournaments & other events
- Be Safe Play certified and pass a background check.
- Help to coordinate and set up new programs and groups within the club
- Represent the club as an advocate to the community, School, and park boards/city, USTA and any additional tennis associations.
- Work with QCTC On Court Professionals to come up with new ideas for programming, tournaments and classes.
- Ensure a safe and engaging class for each assigned program
- Organize and facilitate and maximize groups, clinics, private lessons, and tournaments
- Assist with annual clubs' events
- Maintain all equipment in a safe and functioning manner
- Report any equipment needs, malfunctions, or repairs to On Court Staff Professionals/ Club Director

- Must comply with all policies set forth by club owner and director
- Maintain affable relationships with other staff members
- Maintain a neat and professional appearance
- Ensure proper use of all equipment as demonstrated
- Provide exceptional customer service, greet clients; understand and anticipate the needs of our members
- Develop and maintain good relationships with team, club managers and Associates, and suppliers; provide a positive role model and maintain high employee morale
- Work to help provide a safe learning environment - Be aware of what to do when a student requires medical attention
- Attend all mandatory team and program meetings
- Demonstrate good communication skills - Be direct in dealing with staff, parents and club members
- Must have the ability to be upbeat and energetic throughout each lesson
- Provide a friendly approach and be knowledgeable about all QCTC programs and help provide a welcoming environment to each player