



JOB DESCRIPTION

Title: Tennis and/or Pickleball Professional

Reports to: Club Director, Owner

Summary of Position:

The Quad City Tennis Club Tennis and/or Pickleball Professional is responsible for the planning and implementation of assigned Youth, Adult and Academy programs. This position will work with on-court Professionals to provide training to students/adults who wish to learn how to play tennis/pickleball, improve their skills, or compete in tennis/pickleball tournaments. Tennis/Pickleball Professionals facilitate individual and group lessons, develop training programs based on students' skills, build class curriculums and lesson plans, evaluate students' performance and progress monthly/quarterly and work with Club Director and back office staff on marketing and recruitment for each program. Under the direction of the QCTC Club Director, Tennis/Pickleball 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 and/or pickleball program.

Tennis and/or Pickleball Professional Job Description

- Create, implement and Manage Lesson Plans for all assigned programs
- Attend, run and help facilitate Club tournaments & other events
- Be Safe Play certified and pass a background check.
- Have a USTA or USPTR Certification (preferred)
- 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/UTR and any additional tennis or pickleball associations.
- Work with QCTC Professionals to come up with new ideas for programming, tournaments and classes.
- Ensure a safe and engaging class for each assigned program
- Organize, facilitate and maximize groups, clinics, private lessons, and tournaments
- Assist with annual club events
- Maintain all tennis equipment in a safe and functioning manner

- Report any equipment needs, malfunctions, or repairs to Club Director
- Must comply with all policies set forth by club owner and director
- Maintain affable relationships with other staff members; work closely with other Professionals to build Academy and other on-court programming
- Maintain a neat and professional appearance and personal fitness level
- 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