

Albany Tennis Club

Job Description for Head Tennis Professional (HTP)

The Albany Tennis Club requires a skilled, industrious and personable Head Tennis Pro to promote, schedule and implement its tennis programs. Periodic facility maintenance may be an additional job duty as assigned by the Albany Tennis Club General Manager (ATC GM).

Individuals and families, depending upon the experience, teaching depth, and organizational skills of the HTP, can expect to enjoy all levels of recreational, competitive, and social tennis. If appropriate and/or possible, the HTP is expected to take an active interest in ATC members' tennis game.

The hours for the HTP will vary according to the lesson and clinic schedules. The HTP will make him or herself available on site at the Club for discussion of questions or concerns from members or parents as needed or requested. It is acceptable for some time to be worked from home.

The HTP is directly responsible to the ATC Board of Directors and GM and will provide detailed monthly tennis program reports and comments to the BOD and GM at the monthly board meetings.

The HTP will, at the discretion of the Club, be responsible for the following:

- **Member relations**

- Take an active interest in the Albany Tennis Club members' tennis game.
- Plan, promote, schedule, and provide instruction for the ATC tennis program.
- Instruct all levels of play, emphasizing fundamentals in relation to needs, capabilities, and progress.
- When appropriate, provides information regarding fitness programs, speed strengthening, stretching and other such helpful materials as an adjunct to tennis instructions.
- Lead seasonal ATC social functions that cater to our membership.
- Assist with involving new members into Club activities to ensure a positive experience at ATC.
- Contribute to the newsletter as requested by the GM and create/maintain regular mass communication with the general membership.
- Provide current information for the Club bulletin boards and other Club media for promoting activities and member recognition.
- Promote articles and information for all Club materials (flyers, marketing materials, advertisements, announcements, etc.).
- Educate Club membership regarding tennis rules and etiquette.

- **Programming, Lessons, and Clinics:**

- Create, manage, and maintain an active lesson and clinic program for both adult and junior level players. Lessons and clinics are available to the Club members and general public. Rates for lessons and clinics shall be as described in the Contract.

- Contribute towards building a robust adult and junior program class schedule.
- Instruct *all* levels of play, emphasizing fundamentals in relation to needs, goals, capabilities, and progress. Utilize whatever practical or relevant techniques.
- Review quarterly junior class scheduling with the GM including any updates, new session dates, and/or enrollment status. Coordinate with the GM in the scheduling of courts for those classes.
- Promote ATC through school visits and community outreach.
- Promote classes to existing and prospective families and manage class rosters before and during the sessions.
- Respond to questions from members, parents, and participants regarding lessons and clinics. Coordinate with GM on any issues that need to be addressed.
- Meet with GM at least quarterly to review feedback on lessons and clinics, including any survey information collected by the GM.
- Arrange and confirm court reservations for private lessons.
- Communicate with the GM any absences and/or sick days.
- Act as Tournament Director for all USTA, UTR, and unsanctioned tournament play including any Round Robin and/or social tournaments, including planning, promoting, implementing, and supervising such tournaments. Tournament costs and compensation are detailed in Contract.
- Maintain a safe environment for lessons and clinics. Respond to any safety incidents and report any incidents or concerns to the GM.
- **Maintenance**
 - Daily court cleanup, occasional court vacuuming, keeping Clubhouse grounds neat, and light maintenance tasks contributing to the general tidiness of the Club.
- **Administrative Functions**
 - As directed by the GM, will be sufficiently knowledgeable to perform office functions including processing sales, closing out lessons, billing client/member accounts and be able to answer basic questions.
- **Additional Requirements**
 - The HTP will conduct him or herself in a professional manner at all times. Neat tennis attire is expected every day, and conduct and dress shall always positively represent and reflect upon the Club while on duty (teaching, office work, off-site coaching, and spectating tournament play, etc.).
 - Emergency Medical Certification. At the Club's expense, the HTP shall be trained for certification in First Aid and CPR.
 - Knowledge of ATC rules and regulations. Be able to discuss, interpret and publicize policies and rules applicable to tennis play and etiquette in accordance with the rules of tennis and ATC's Bylaws and Member Handbook.
 - Take direction from the Club for any task needed to enhance the functionality of the Club and a positive member experience.