



Job Description

Position Title:	Tennis Center Director- Eldon Roark Tennis Center
Department:	Tennis
Direct Report:	Director of Tennis
Exempt Status/Class:	
Status:	Full Time

Basic Functions

Reporting directly to the Tennis Memphis Director of Tennis, the Tennis Center Director is responsible for and oversees all day-to-day operations of the Tennis Center. This position must enjoy working with kids, and have a background in education or management. They work to ensure efficiency in all programs including TNT programs, NJTL, Junior Development, adult programs and more at Tennis Memphis facilities.

Major Job Responsibilities

- Teaching upward of 30+ hours per week through group and private lessons, and programs.
- Instruct new and existing adult and youth tennis programs.
- Administer on court checkin and class size management for tennis programs.
- Foster a strong working relationship with all local community partners
- Liaison between TM, our TnT programs, outreach programs and the community
- Consistently demonstrates leadership behaviors aligned with Tennis Memphis values.

Qualifications

- Minimum 3 years of experience required in the racquet industry.
- Experience with managing people and processes
- Experience with building strong relationships in the community
- Experience with all levels of tennis instruction from youth to seniors, large and small groups
- Outstanding organizational and administrative skills.
- A passion to create a memorable customer experience for our clients.
- Certified by USPTA and/ or PTR and Safe Play compliant

Customer Experience Statement

Our number one goal is to provide outstanding customer experiences. Every Tennis Memphis employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile.

Physical Requirements

Office is located at Leftwich Tennis Center. Regular communication and contact with employees and members. Repetitive keyboard activity and sitting at computer; standing and moving around the facility for extended periods of time.

