



**Job Description
Program Manager-Tennis Memphis
Tennis and Tutoring
Bellevue Tennis Center**

Send resume to:

Trip Wills
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Tennis Memphis seeks a manager for its Tennis and Tutoring after school tennis and homework help program for students in grades 6-8. Qualified applicants will possess a Bachelor's degree or higher, with a minimum of 3 years professional experience as an educator, or in management. Candidates must have strong computer and organizational skills, be energetic, and be an excellent communicator. Tennis experience is a plus, but not required. Must enjoy working with children. Criminal background check required. This is a part time position, 20+ hours weekly. Compensation information available upon inquiry.

Duties of the Tennis & Tutoring (TnT) manager:

- Manage daily operation of program
- Recruit program participants
- Recruit, train and manage homework tutors and lead homework help
- Lead and manage USTA Lifeskills and ACE/STEM curriculums as components of program
- Collect and compile performance data
- Track student progress
- Develop relationships with schools and other community partners to identify potential participants and support
- Develop relationships with parents and students to ensure student progress and retention
- Work closely with tennis coaches to create an atmosphere of mentorship
- Conduct parent and student orientation sessions
- Work with Director of Community Development on sustainability plan