The Tennis and Pickleball Sports Professional is responsible for leading a diversified tennis, pickleball, and other racquet sports program and its functions for tennis/pickleball courts throughout the City of Moultrie and Colquitt County.

This is a Full-time position with benefits under the general supervision of the Athletic Director. The Tennis and Pickleball Sports Professional supervises, directs, and holds primary responsibility for the programming of the Lynda Baxter Moseley Tennis Complex. The Professional provides budget oversight, staff leadership, and programming direction for the purposes of executing sport services which enhance the lives and experiences of those living, working, playing, and learning in Colquitt County.

**ESSENTIAL FUNCTIONS**:

* Plans, initiates, and organizes the activities of the tennis/pickleball center; including but not limited to in demand services such as tennis/pickleball lessons as well as tennis/pickleball clinics, tournaments and/or other special events.
* Recruits, monitors, supervises, and directs all internal and external center and programming personnel, including contract instructors or other third-party contractors, for assigned locations.
* Oversees maintenance and preventative maintenance of custodial, hard courts, tennis facility common grounds, and ornamental flora for designated locations under supervision.
* Directs and assists staff with daily operational tasks.
* Plans and initiates youth tennis camps and trains instructor assistants on proper procedures for running camp.
* Develops and manages special events and serves as primary contact for any related vendors, contractors, MCCPRA staff and/or officials, etc.
* Manages and project staffing and scheduling needs to support tennis/pickleball center operations and special programming.
* Supports staffing needs including hiring, training, and employee performance.
* Ensures that staff are informed regarding operations of programs provided at respective tennis/pickleball center.

**FINANCIAL RESPONSIBILITIES**:

* Monitors revenue and expenses to ensure compliance with proposed budget and purchasing guidelines.
* Accountable for inventory and/or property management including aging collateral. Orders, inventories, and oversees proper accounting and track all purchases, sales, and expenditures.
* Assists with the preparation of the annual Operating Budget with justification and makes recommendations for future Capital Improvement Projects (CIP) to pursue.

**RELATED TASKS**:

* Partners with MCCPRA to coordinate social media marketing, press releases, and additional marketing collateral as needed to support tennis/pickleball center operations and programming.
* Meets with public and private groups to insure providing for all tennis and pickleball related recreational and leisure needs of all age groups and users.
* Receives and responds to Citizen complaints and inquiries on all tennis and pickleball programs, special events, tournaments and competitions in line with established protocols and best practices.
* Prepares facility maintenance work orders.
* Responsible for emergency operation duties as assigned.
* Performs related tasks as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**:

**Knowledge of:**

* Modern principles and practices in the operations and maintenance of a tennis and/or pickleball facility
* Accounting best practices
* Business management regarding tennis and/or pickleball programming
* Public relations and communication techniques and best practices
* General office practices and procedures

**Ability to:**

* Establish and maintain effective and positive relations with MCCPRA officials, associates, consultants, and the general public.
* Work a flexible work schedule that includes weekdays, weekends and evenings as needed.
* Perform moderate physical work assisting staff with daily operations.
* Manage multiple projects, deadlines, and responsibilities simultaneously.
* Plan, organize, and direct the activities of staff within purview.
* Enforce all MCCPRA Rules and Regulations governing the use of facilities, safety equipment, dress code, and sportsmanship as set forth my MCCPRA.
* Conduct ongoing tennis court grooming and inspection of the courts and facilities throughout the day.
* Communicate with members of the community using email, text messaging, and other modern methods.
* Provide content for emails and social media to MCCPRA.
* Initiate, directs, and promotes tennis and pickleball clinics, special events and programs in an effort to attract and maintain racquet sports interests.
* Provide beginner through advanced instruction (private and group) for all levels of players.

**Skilled in:**

* Excellent communication, presentation, and problem-solving skills
* Excellent command of grammar and ability to write, edit and proofread for accuracy.
* Microsoft Office Suite (Word, Excel, PowerPoint, Teams, etc.) proficiency

**MINIMUM AND PREFERRED QUALIFICATIONS:**

* + Solid tennis resume with experience playing/teaching pickleball.
	+ Knowledge of Court Maintenance
	+ Superb leadership skills to further develop the tennis and pickleball program.
	+ Must be CPR and First Aid Certified or willing to be certified.
	+ USPTA, PTR PPR certified or willing to be certified.
	+ The ideal candidate should be an engaging and polished professional with a minimum of five (5) years of experience as a teaching pro in the racquets industry.
	+ Be a passionate ambassador for all racquet sports and require the same of other staff.
	+ Possess personal character and charisma and be able to interact with a variety of personalities.
	+ Facilitates tennis and pickleball activities/clinics.

Final offer and employment are contingent upon successful completion of the required post-offer, pre-employment screening items.

**PHYSICAL AND ENVIRONEMNATL DEMANDS AND CONDITIONS:**

The environmental conditions and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
* Occasionally moving from one worksite to another.
* Occasionally moving about within immediate work area to accomplish tasks
* Constantly repeating motions that may include the wrists, hands and/or fingers.
* Occasionally adjusting or moving objects up to twenty-five (25) pounds in all directions.
* Constantly communicating with others to exchange information.
* Constantly operates a computer and other equipment using motions requiring manual dexterity or fine motor skills
* Constantly working in an area that is very uncomfortable due to extreme temperature, noise levels, or other environmental conditions.
* Occasionally assessing the accuracy, neatness and thoroughness of the work assigned.
* Occasionally able to observe details accurately and identify variances.
* Occasionally lift or carry objects up to twenty-five (25) pounds or less.
* Occasionally push/pull objects up to twenty-five (25) pounds or less.
* Occasionally working in a normal office environment with few physical discomforts.
* Constantly working in an outdoor area where exposure to animals, reptiles and/or insects may occur.
* Constantly working in extreme weather conditions (hot and cold)