

Racquets Professional sought by Concord Country Club

Work site: 246 Old Road to Nine Acre Corner, Concord, MA 01742

Job Duties:

Provide high quality instruction and excellent customer service to members of all ages. Assist the Director of Racquet Sports and the Head of Racquet Sports and work with other members of the racquets staff in running full-service tennis, paddle and pickleball programs. Responsibilities:

1. Assist in the planning of all instructional programs.
2. Provide group and individual lessons for all racquet sports as assigned.
3. Plan, organize, and implement high quality individual and group lessons, clinics, and camps for junior players ages 12 & under using USTA QuickStart methods of player development.
4. Assist with women's team practices.
5. Help organize, create and participate in the bi-weekly men's tennis games.
6. Organize pre-season practices for men's teams.
7. Assist in organizing play, tournaments, events, exhibitions, interclub matches and social events including USTA tournament events, and participate in men's & women's team events.
8. Administer and enforce Club racquet policies and procedures regarding play on Club courts.
9. Assist in administrative tasks including: reserving courts, booking lessons and clinics; calling and emailing members to promote events, lessons, clinics; gaining knowledge about demo racquets and merchandise; and organizing inventory and teaching equipment.
10. Assist with court maintenance, repair and cleaning of courts with outside vendors and staff.
11. Keep up-to-date on current technologies and trends in the racquets industry.
12. Submit member sales and charges through the Club's POS System.
13. Assist in the sale of racquet merchandise and enter charges into the POS system.
14. String racquets and performs other light equipment repairs.
15. Update bulletin boards.
16. Supervise and schedule other Tennis Shop Staff as needed. Duties of Tennis Shop Staff include providing member service related to merchandise sales, maintaining racquet shop, and assisting in reserving and scheduling court times, clinics, and events.
17. Assist the Director and Head in identifying areas of growth and member participation.
18. Use self-promotion and networking to increase client engagement.
19. Ensure all club members and guests receive courteous, prompt and professional attention.
20. Enforce all club rules and policies.
21. Must be available to work evening and weekend hours.
22. Other duties as assigned by Director of Racquets.

Job Requirements:

- Bachelors degree, or foreign equivalent, in Business or related field
- 2 years of relevant work experience in tennis industry.
- Must have skills via:
 - 2 years experience teaching tennis;
 - 2 years experience with Jonas operating system (POS).
 - Must have minimum of 5.0 rating or played Division 1 competitive Tennis.

Salary: \$55,987.00/year.

Apply at www.concordcc.org