

JOB DUTIES & RESPONSIBILITIES – Head Pro/Assistant Director of Racquet Sports Tennaqua Swim & Racquet Club | 1 Tennaqua Ln, Deerfield IL 60015 | 847.945.2100 | [www.tennaqua.com](http://www.tennaqua.com)



It's Where You Want to Be...

- Tennaqua's Assistant Director of Racquets Sports is responsible for providing a first-rate racquets program to all members, their families, and guests. The Assistant Director of Racquet Sports is responsible for helping creating, running, and overseeing all adult/junior racquet sports programs, teams, leagues, events, court maintenance, and pro shop duties.
- The Assistant Director of Racquet Sports reports directly to the Director of Racquet Sports and will provide all necessary communication in a timely manner. The Assistant Director of Racquets sports will also work closely with the Racquets Chairs and committees, all department managers, and staff to ensure the smooth and successful operation of the Racquets Program.
- Assist to teach, and run adult/junior programs, teams, group and private lessons, adult/junior tournaments, events, leagues, and socials.
- Encourage beginner adult - reach out to any members not actively involved in racquets.
- Work with Director of Racquets, General Manager, other department managers and board members to coordinate programs that complement each other (racquets, swimming, and camp) and allow kids to be involved in everything Tennaqua has to offer on a daily weekday basis.
- Respond to emails within 24 hours, return calls same day and keep billing current.
- Effectively communicate and interact with club members, on and off the court, as well as Tennaqua Racquets Chairs and Club Manager.
- Responsible for all court maintenance including coordinating routine seasonal maintenance and repairs, daily management of operations including facilities.
- Guarantee excellent customer service for all members, their families, and guests. ○ Engage members positively and encourage participation in all programs and events.
- Adhere to all Tennaqua policies & procedures and maintain the highest degree of integrity, honesty and character.

Compensation includes a competitive salary and on court hours are negotiable.

Email [radek@tennaqua.com](mailto:radek@tennaqua.com) with resume.