**Tennis and Pickleball Supervisor Position**

**Reports To:** Director of Community Services

**Position Summary:** The Tennis and Pickleball Supervisor is responsible for organizing, supervising, and leading the operation of tennis and pickleball activities at Bent Tree Community. The position focuses on operation of the tennis and pickleball center, supervising staff, coordinating activities, organizing lessons and classes, and assisting in the promotion and development of the tennis and pickleball areas. The focus of overseeing different levels of growth and advancement in patrons is essential when planning activities and events.

**Essential Duties & Responsibilities:**

* This position will report directly to the Director of Community Services. The Tennis/Pickleball Professional shall be responsible for all actions concerning BCTI’s tennis/pickleball operations and facilities and shall use your abilities to devise, administer and promote the programs in accordance with BTCI management and subject to policies contained in the Employee Handbook, the CC&R’s, the Community Bylaws, and any direction set forth by the Board of Directors.
* Shall serve as a staff liaison to The Courts committee, using this committee as an advisory sounding board for tennis/pickleball items.
* Will be responsible for planning, coordinating an operating applicable programs, events, camps and tournaments for members.
* Will be responsible for rental agreements with outside groups for special events/tournaments at The Courts. BTCI staff shall be scheduled to monitor the site during these events.
* Will be responsible for reversing court times with member user groups creating a balance between tennis/pickleball users.
* Will be responsible for marketing and promoting the programs, events, and tournaments in conjunction with the Director of Community Services and the Marketing & Communications Manager
* Maintains courts and equipment in a professional manner and ensure a safe environment for all those who use the facility.
* Provides excellent customer service to ensure high quality experience, encourage repeat visitors and community participation in programs and events.
* Carries out daily inspections of facilities and equipment to ensure they are clean, organized and in good working condition.
* Communicates immediately any facility maintenance or equipment needs or work orders.
* Reviews and signs off on all incident reports and submits to HR within the same day.
* Coordinates and ensures that all scheduling of lessons, programs, events, etc. is done accurately and efficiently.
* Oversees daily operations, programs, special events, including lessons and clinics.
* Completes and maintains accurate participant information for all programs.

**Qualifications:**

* A bachelor’s degree in physical education, sports management, or a related field is preferred, but not required.
* Proven experience working as a tennis and/or pickleball coach or instructor.
* Proficient in Microsoft Office software.
* CPR and First Aid certified.
* The ability to motivate and lead staff.
* Excellent organizational, analytical, and problem-solving skills.
* Exceptional communication and customer service skills.

**Environment & Physical Demands:**

The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the operation or residents and guests of the property.
* **Reasoning Ability:**Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
* **Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; stoop, climb or balance. Specific vision, depth perception, and ability to adjust focus are required. Must be able to lift heavy equipment and material up to 50 pounds with assistance. Must be able to climb ladders. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* **Work Environment:**While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot, conditions and will be required to work outdoors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Job Type:** Full-time

**Work Location:** Bent Tree Community, Jasper, Georgia

The position will offer a market competitive starting salary of $42,000 - $62,000 depending on experience and qualifications, benefits package featuring medical/dental/vision, 401k retirement plan, 11 paid holidays, and vacation/sick leave.

**How to Apply:**

Interested applicants should submit an authentic Cover Letter introducing yourself and addressing why you would be a great fit for the responsibilities of this position, along with a Resume and Salary History to Chris Feldt, Director of Community Services by email chrisfeldt@bent-tree.com or mail 40 Little Pine Mountain Road #20202, Jasper, GA 30143. Review of applications will begin on April 10 and the position will remain open until filled.

Bent Tree Community, Inc. is an equal opportunity employer.