



Position Description

Title: Senior Court Tennis Professional

Department: Courts

Reports to: Head Court Tennis Professional

Position Overview

Assist the Head Professional in organizing and directing all club activities, events, exhibitions, ball making, tournaments, bookings, and lessons.

Key Responsibilities

DAY-TO-DAY RESPONSIBILITIES:

- Ensure that all members and their guests receive courteous, prompt, and professional attention.
- Provide members with lessons and clinics to improve their playing skills.
- String racquets for members to ensure 48-hour turn around.
- Be visibly present in the Pro shop and maximize court usage by encouraging member play.
- Maintain a close working relationship with other staff members.
- Monitor the condition of the court and execute daily court cleaning.
- Making inner core and outer cover of tennis balls, including tying the ball in specific way to keep the ball round, sewing felt cloth around core.

OTHER COMMON RESPONSIBILITIES:

- Organize, administer, and officiate at tournaments, exhibitions and in-house club events
- Assist in the organization and running of major club tournaments (Club Championship, Member/Guest, US Pro Singles, and Pell Cup)
- Work with the Head Professional to ensure that members are billed correctly.
- Knowledge of how to troubleshoot, fix and maintain online booking site, e-mail accounts, pro shop computers and scoreboard monitors.
- Work with the Head Professional to market and execute strategies to increase the membership of the National Tennis Club at the International Tennis Hall of Fame.

Requirements & Preferred Skills

- Demonstrated knowledge and excellence in racket sports.
- Coaching experience.
- Excellent organizational, time management and communication skills
- Proven ability to work in a team environment.
- Proficiency in Microsoft Word, Excel, Outlook, Google platforms and ability to learn realtennisonline.com/bookings and AptusSoft.

Location & Time Commitment

- Position is located at the International Tennis Hall of Fame in Newport, Rhode Island
- Evening and weekend work is required to support special events

About the International Tennis Hall of Fame

Our Mission

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally.

The ITHF is a non-profit organization located in Newport, Rhode Island. It is a dynamic organization comprised of diverse business operations to support that overall mission.

- The Museum at the ITHF chronicles the history of tennis and the stories of its greatest champions through an extraordinary collection and interactive exhibits.
- The Hall of Fame Tennis Club is a year-round tennis facility offering junior and adult programming on three surfaces – grass, hard courts, and clay.
- Annually the Hall of Fame hosts the Hall of Fame Open, a ATP and WTA 125 event as well as celebrates the new class of inductees to the Hall of Fame, during its Inductions Celebration weekend
- As a non-profit organization, the ITHF is active in development outreach and philanthropic programs.
- The ITHF is an engaged partner in the global tennis industry and is committed to celebrating the sport's greatest champions and promoting tennis history through strategic programming around the world.

For additional information, visit tennisfame.com.

Application Process

- Resumes and cover letters should be submitted to the below email address with the subject “Court Tennis”.

hadmin@tennisfame.com