



## ASSISTANT RACQUETS, COURT TENNIS AND SQUASH PROFESSIONAL RACQUET & TENNIS CLUB | NEW YORK

**JOB SUMMARY:** Assist in organizing and directing all club activities, events, exhibitions, tournaments, bookings and lessons in Racquets, Court Tennis and Squash

**REPORTS TO:** Club Manager, Head Squash Professional, Head Tennis Professional, Head Racquets Professional and Games Committee Chair

### SKILLS REQUIRED

- Demonstrated knowledge and excellence in the sports
- 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 ClubLocker and Northstar

### DAY-TO-DAY RESPONSIBILITIES:

- 1) Ensure that all members and their guests receive courteous, prompt and professional attention to all their needs
- 2) Provide members with lessons and clinics to improve their playing skills
- 3) String racquets, court tennis and squash racquets for members to ensure 48-hour turn around
- 4) Be visibly present in the Pro shop and maximize court usage by encouraging member play
- 5) Maintain a close working relationship with other club professionals
- 6) Monitor condition and supply of Pro shop equipment, including stringing machine, computer hardware/software, and office supplies
- 7) Monitor condition of the squash courts and ensuring that enough squash balls are available to the membership

8) 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 (ball making, whether tying, sewing or making cork center is done every day by the Club Professional)

OTHER COMMON RESPONSIBILITIES:

9) Organize, administer and officiate at tournaments, exhibitions and in-house club events

10) Assist in the organization and running of major club tournaments (Club Championship, Member/Guest, Silver Racquet and Whitney Cup)

11) Work with the Head Professionals to ensure that bat lockers are assigned, maintained and billed correctly

12) Immediate knowledge on how to troubleshoot with outsourced IT companies to quickly fix and maintain

online booking site, e-mail accounts, Pro shop computers and booking display screens

13) Work with the Head Professionals to maintain and update annual agreement lists and ensure members are billed correctly

14) Work with the Head Professionals to run the weekend program in all three sports

If you are interested and qualified for this position, please send or email your credentials to our Head Racquets Professional, Mr. James Stout at: [jstout00@gmail.com](mailto:jstout00@gmail.com)