

Village Walk of Bonita Springs Tennis Professional Job Description

Version 2018.11.16

Overview

The Village Walk of Bonita Springs Tennis Professional is a nonpaid position. The Tennis Pro will be responsible for organizing tennis programs, providing lessons, and otherwise promoting tennis to residents of the community as well as members of the public.

Reporting

- Reports to the Tennis Committee Chairperson on issues relating to court usage.
- Reports to the General Manager on all other issues.

Responsibilities

- Reports any incidents or accidents to the General Manager.
- Observes and reports court maintenance or safety concerns to the General Manager.
- Writes newsletter articles or website communications, when applicable.
- Provides excellent customer service and promotes the community, the Tennis Committee and the HOA in a positive manner.
- Provide lessons to residents of the community and members of the public using a first right of refusal for the reservation of one court, in advance of all other individuals and groups. When using a court in season for lessons, only residents may be taught prior to 12:30pm.
- Provides instructions to residents on the use of the tennis ball machine.
- Purchases tennis balls on a quarterly basis for the tennis ball machine, and replenishing used tennis balls with new ones. In the event new balls are needed more than once per quarter, approval to purchase additional balls may be provided by the General Manager.
- Provides player evaluations for league play ratings.
- Provides racquet stringing services to residents.
- Organizes and advertises clinics, demonstrations, and other tennis related activities upon prior written approval of the Tennis Committee Chairperson.
- Maintains a positive working relationship with the Tennis Committee and assists them with tournaments and leagues as requested and when available.
- Performs other duties as requested and as agreed upon.

Tennis Pro, Herbert Wormser Herbert Wormser Date 11/16/2018
Tennis Committee Chair, Jim Massey Jim Massey Date 11/16/2018
General Manager, Jerry Evans Jerry Evans Date 11/16/2018