

ASSOCIATE DIRECTOR OF DEVELOPMENTAL TENNIS

General Summary:

The Associate Director of Development will manage the day-to-day activities of our Cary Leeds Center and they are also responsible for executing NYJTL's program curriculum in a quality manner.

Essential Duties and Responsibilities:

- Verify and enter transactions in tennis source, ensure that courts are booked on court sheet and payments are collected appropriately.
- Book seasonal court time, create contracts, set-up payment plans and follow-up to ensure payments are collected on time.
- Verify that all transactions are entered timely and accurately.
- Process refunds for customers when required, ensure that requests for refunds are approved by Director of Tennis.
- Book and manage events, coordinate with parents to ensure that requests for transportation are scheduled in tennis source and payment collected appropriately, print daily transportation schedule for drivers and answer any questions from parents and make changes as necessary.
- An average of 20-25 hours/week on court teaching programs, special events and camps depending on seasonal demands and as needed
- Significantly grow and develop junior and adult programs at Cary Leeds, in terms of revenue, participants and quality, handling related administrative responsibilities as needed working with Department Directors.
- Able to work in other aspects of tennis at Cary Leeds and NYJTL, including ACES, ITP and CTP or Tournament Team.
- Train and communicate with staff as needed.
- Travel to offsite tournaments as needed with junior or adult teams.
- Provide enhancement programming such as mental and tactical classes containing approved content
- Teach tennis skills through effectively planned classes and practices at a level appropriate to age and ability.
- Must adhere to positive coaching philosophy; motivate youngsters through encouragement and praise.
- Make sure instruction and games are safe, well organized and fun for children.
- Will assist the Tennis Director with the goal of providing the best possible instruction and teaching environment to the Team members.
- Place youngsters in appropriate age ability groups.
- Provide proper warm-up before activities and adequate conditioning for physical fitness.
- Assist in planning and conducting special tennis events and activities (conditioning, tournaments, inter-club matches, etc.)
- Attend staff office meetings.
- Performs other related duties as assigned by the center management team.

Required Knowledge, Skills, and Abilities:

- Minimum of one year of supervisory experience in tennis operations/sports club/gym, customer service, front desk reception operations required.
- Ability to effectively communicate with NYJTL managements and other staff..
- Ability to deliver fun, engaging, safe and informative tennis sessions to kids.
- Ability to work well within a team and maintain effective working relationships.
- Personal Training/Fitness certification a plus
- Previous experience as a Tennis Pro.
- USPTA/PTR/Net Gen certificate preferred.
- Teaching experience of section junior ranked players is a plus.
- Player experience as a junior, college or adult.
- Competitive experience preferred.
- High School Diploma required.
- Bachelor's degree from an accredited institution preferred.

Qualifications:

- Must have excellent interpersonal and communication skills.
- Must have excellent Time Management Skills.
- Must have good organizational and communication skills and multitasking abilities.
- Be flexible with schedule and available to work on Saturdays.
- Ability to maintain confidentiality and use appropriate discretion.
- Ability to have sharp attention to details and must be able to delegate Tasks.
- Demonstrate leadership skills, passion for the game of tennis and add value every day.

Email Ahsha Rolle at arolle@nyjtl.org if you are interested.