



Position Description

Title:	Tennis Teaching Pro	Supervises:	N/A
Reports to:	Club Manager	FLSA Status:	Non-Exempt
Department:	Tennis	FTE:	Full-Time, Year-Round
Pay range:	\$55,000-\$70,000+/Year DOE & Schedule		

The Edgebrook Swim & Tennis Club is seeking a friendly, knowledgeable and organized teaching pro to add to our incredible staff. We are looking for someone with the ability to work effectively within a team and as an individual contributor. If that sounds like you, we'd like to hear from you! Pay is competitive with local area private clubs. Edgebrook offers health insurance, a 401(k) plan with employer match, opportunities for professional development and an extraordinary work environment.

Who We Are:

Founded in 1959 in Bellevue Washington, the Edgebrook Club is a member-owned, not-for-profit tennis and swim club serving the greater Seattle's Eastside community. We provide a friendly, fun and inclusive environment to learn and play tennis and swim -- whether you are a seasoned professional or an absolute beginner. We are family-friendly, have four indoor tennis courts, a viewing area, a cabana and a large outdoor swimming pool that operates in the summer months. Our members enjoy many opportunities to play tennis, including USTA and Cups team tennis, tennis lessons, and recreational tennis. Our aquatics programs include swim team, swim lessons and water polo.

The club is committed to maintaining a vibrant and accessible tennis and swim environment for the diverse populations of the greater Seattle's Eastside area. Edgebrook is committed to providing affordable tennis while maintaining the highest standards of coaching, sportsmanship and services. Edgebrook strives to be a first-class tennis and swim club providing players of all ages and abilities with a range of opportunities to learn and participate both competitively and socially.

Job Summary:

Under general supervision, teaches tennis to members.

Specific Responsibilities:

- Provides lessons and clinics relating to the techniques and strategies of tennis to members and guests
- Responds to member requests and resolve member/Club conflicts
- Represents the Club in a professional manner both on and off the courts
- Organizes, administers and officiates at tournaments, exhibitions and inter- and intra-Club social events
- Administers and enforces Club tennis policies and procedures regarding play on Club court
- Ensures that all Club members and guests receive courteous, prompt and professional attention to all their tennis needs
- Actively markets tennis facility to members and guests
- Maintains a close working relationship with other Club professionals
- Attends all required staff meetings
- Maintains an accurate record of all lessons and clinics given via club provided system
- Performs other duties as required by Club Manager to support overall club success

Education & Experience:

- High School Diploma or GED required
- Bachelor's degree from a 4-year college or university preferred
- USTA rating of 4.0 or higher
- Must submit some information on playing background
- USPTA or PTR Certification or actively seeking certification required

Required Knowledge, Skills & Abilities:

- Outgoing personality interested in working in a family-focused athletic environment
- Excellent time management, organizational, and problem-solving skills
- Ability to take initiative, multi-task, and prioritize work while paying attention to detail and follow through
- Strong organizational and planning skills
- Strong communication skills, both verbal and written
- Commitment to service excellence
- Commitment to help drive overall club success
- Professional demeanor
- Excellent interpersonal skills
- Flexibility, adaptability and a good sense of humor
- Commitment to diversity, equity, and inclusivity
- Proficient at communicating on social media
- Proficient at working in a Microsoft Windows 10 environment, using Office (version 2013 or higher); ability to master common automated systems for record keeping, and confidently learn new technology
- Ability to maintain confidential information

Physical Requirements:

- Ability to sit and keyboard
- Ability to perform duties of tennis instructing such as standing, running and feeding tennis balls
- Ability to speak via phone and give in-person verbal instruction on-court
- Ability to lift up to 50 pounds