



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Tennis Supervisor (Full Time)
II. Organization Unit: Michael O. Buchanon Park Tennis Center
III. General Summary: In charge of assisting the tennis manager and assistant tennis manager with general operations, programming, facility maintenance, spectator supervision, and coordinating all events / programs at facility
IV. Qualifications: High School Degree, 2-4 years collegiate studies preferred (Recreation Administration, Sports Management, Hospitality or Facility Management experience desired), management and supervisory experience preferred, excellent customer service skills preferred, need to be proficient with Microsoft Word and Excel (desired). WCPRD is an equal opportunity employer.
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
VI. Employee Classification: Non-Exempt
VII. Essential Job Functions: 1. Assist tennis manager / tennis assistant manager with all facility operations management, event / program management, facility maintenance management / operations, all facility scheduling. 2. Adhere to work schedules as assigned by facility managers. 3. Attend all weekly staff meetings with management staff for facility. 4. Adhere to daily work plans / digital work order system duties and responsibilities to ensure facility and programs are operated in an effective manner. 5. Meet and greet all patrons in a friendly and professional manner and assist with all facility / park questions, including rental questions, etc. 6. Be able to effectively utilize Deputy payroll system. 7. Be able to effectively utilize RecDesk software. 8. Adhere to and operate facility scheduling software for all rentals at assigned facility after proper training, including key job processing / management. 9. Responsible for assisting in facility setup for events and programs. 10. Complete all assigned annual Kantola training and any other assigned trainings. 11. Assist with training of new / existing staff regarding all facility operations. 12. Assist management with inventory control of facility. 13. Assist with all operations and maintenance of facility as instructed by management, including but not limited to all custodial duties, tennis floor maintenance, machinery operation, minor electrical repairs, bleacher inspections and repairs, scoreboard repairs and setup, and assist with setup of racquetball courts for play. 14. Install / uninstall TaraFlex and AstroTurf flooring, as well as striping (taping) of TaraFlex flooring for regulation play. 15. Assist tennis manager with operating security and audio systems for facility. 16. Assist in all exterior ground maintenance and snow removal with park managers and assigned staff (mowing and trimming). 17. Able to work together with other staff as an effective team member. 18. Adhere to all WCPRD policies and enforce all department rules. 19. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy. 20. Complete any other duties as assigned by the Director of WCPRD. 21. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
VIII. Special Work Conditions: Be able to multi-task efficiently; be able to work with deadlines; nights and weekends required; indoor/outdoor work required (all weather conditions); required to work at other facilities, if necessary
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature
Witness Signature
Director WCPRD Signature

Date
Date
Date