



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Tennis Center Assistant Manager in Charge of Programming / Sponsorship Coordination
II. Organization Unit: Management - Michael Buchanon Park Tennis Center
III. General Summary: In charge of assisting the tennis manager with general operations and maintenance, staff management, and coordination of all events / programs of facility.
IV. Qualifications: High School Degree, 2-4 years collegiate studies preferred (Recreation Administration, Sports Management, Hospitality, Facility Management, or Tennis Facility operations experience desired); management, supervisory, POS, and excellent customer service skills preferred; proficient in Microsoft Excel, Word, Power Point, TEAMS and Outlook. 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, insurance, dental insurance, 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). See attached benefits summary.
VI. Employee Classification: Non-Exempt
VII. Essential Job Functions: 1. Responsible for working with local high schools, WKU, Mid-South Conference, local community groups, leagues, and associations to develop, create, maintain, and explore new program opportunities, including implementation of these activities. 2. Coordinate, create, and develop all tennis programming for the facility. 3. Create monthly digital newsletters for all sponsors and general public to introduce new happenings and publish facility schedules. 4. Coordination of all tennis leagues and clinic providers ensuring that all programming of facility incorporates diversification and offers flexibility in program development. 5. Responsible to act as primary liaison for all facility sponsors and assist with handling all sponsorship-related matters. 6. Responsible to act as liaison for all Southern Ky. Tennis Association and other local tennis groups to ensure proper scheduling and utilization of facility. 7. Responsible for creating once-per-week facility activities geared toward promoting tennis to new players of all ages. 8. Responsible for creating tennis-themed events throughout the year. 9. Assist with facility setup for leagues, outside group, collegiate events, special events, and tournaments. 10. Assist the tennis manager with managing all facility operations, staff management, event / program management, facility maintenance management / operations, all facility scheduling. 11. In the absence of the tennis manager, attend weekly management meetings with Director and Superintendent. 12. In the absence of the tennis manager, conduct weekly / daily meetings with assigned staff to ensure efficient facility operations. 13. Assist tennis manager in creating / managing all employee work schedules for the assigned facility when needed. 14. Assist tennis manager in creating / managing all work orders for all employees assigned to facility. 15. Responsible in learning the payroll process and submitting payroll in absence of tennis manager. 16. Assist tennis manager with scheduling, modifying, adding, and coordinating all facility calendars, programs, and activities. 17. Responsible for assisting in facility setup for events and programs. 18. Assist with training of new / existing staff regarding all facility operations including installation, removal, and storage of portable flooring systems (AstroTurf and Taraflex), including striping (taping) of flooring for regulation play. 19. Assist tennis manager in managing inventory for facility. 20. Complete all required trainings. 21. Responsible for assisting and managing all maintenance operations for facility, including but not limited to all custodial duties, tennis court surface maintenance, machinery operation, minor electrical repairs, bleacher inspections and repairs, indoor playground inspections, racquetball court repairs and setup, scoreboard repairs and setup, and tennis facility indoor & outdoor lighting troubleshooting and repairs. 22. Assist tennis manager with operating security and audio systems for facility. 23. Assist in all exterior ground maintenance with park managers and assigned staff. 24. Assist in managing reservation scheduling system (RecDesk) for all rentals at assigned facility grounds and training all assigned staff on use of system, including key fob processing / management. 25. Responsible for being a role model to assigned staff and having dynamic communication skills to handle a variety of situations. 26. Responsible for being organized and systematic in arranging a multitude of schedules and coordinating a variety of events and functions. 27. Responsible for performing all functions listed in this job description when tennis manager is absent. 28. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations. 29. Complete any other duties as assigned by the Director of WCPRD. 30. 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; work with deadlines; nights and weekends required; indoor/outdoor work required (all weather conditions); required to work 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

Date

Witness Signature

Date

Director WCPRD Signature

Date