

Lafayette Parks Tennis Director Job Description/Requirements

The Acadiana Tennis Association, in partnership with **Lafayette Consolidated Government** is seeking a highly knowledgeable, experienced, innovative and energetic **certified tennis professional** with extensive success developing individual, group and community tennis programs based on **United States Tennis Association** and tennis industry proven best practices. This person would operate 2 public facilities – Bowles Tennis Center (8 clay courts and 5 hardcourts) and Thomas Park Tennis Center (8 hardcourts) This is an independent contractor position with a generous annual stipend and the opportunity for significant lesson and program income.

Major Duties/Responsibilities - Manage tennis facility/facilities, all tennis programs and activities; supervise and coordinate the work of all staff professionals (full time and seasonal), shop employees, and court maintenance staff. Design, plan and implement tennis programs for all level players, from juniors to adults based on best practices. Programs to include, but not limited to: Net Generation in Schools, Tennis Apprentice, tournaments (local and district, sanctioned and unsanctioned), special tennis events, lessons and clinics-with a major focus on planning and developing tennis programs to meet the overall needs of the tennis community and grow the game. Coordinate and manage all facets of Player Development programs with appropriate National, Sectional and District leadership. Understand and implement ROGY programs with a defined competitive pathway. Oversee all pro shop, retail, point of sales and billing functions as required by Acadiana Tennis Association and Lafayette Consolidated Government. Manage tennis center business objectives and marketing strategies to increase tennis revenue and eliminate nonessential expenses. Complete proper inspection of clay and/or hard courts on a daily basis prior to the start of play and ensure that all necessary maintenance has been performed and the courts are in a safe and optimal condition. Provide a welcoming and hospitable environment for players and visitors. Ensure tennis facility and respective amenities are clean, safe, adequately equipped, well maintained, and attractive to tennis players and the general public. Promote the tennis center and its amenities to potential members. Provide current calendar of event content (year-round) for all tennis center programs, activities, tournaments and special events via Acadiana Tennis Association website, facility website and other popular social media platforms. Maintain program participation data/analytics (lessons, daily attendance, tournaments, etc.) for monthly or annual reports to Acadiana Tennis Association and Lafayette Consolidated Government. Engage in collaborative relationships with external community organizations via Acadiana Tennis Association and USTA Louisiana in order to strengthen and build meaningful community support. This should include active participation in and attendance at the Acadiana CTA monthly board meetings. Contractor shall be a current Net Generation Registered Coach Provider and shall work with local schools to register as “school providers” and forge a Net Generation Partner agreement with each. Provide excellent customer service, monitor guest concerns and feedback, and follow up and respond to all guest complaints, requests and comments.

Qualifications **USPTA Elite Professional or Master Professional** and/or **PTR Professional or Master Professional** Must have extensive knowledge of tennis with a minimum of five (5) years professional

instruction/programming in a private, municipal or hospitality setting. Have success and a track record in promoting and implementing a large variety of events, programs, tournaments and leagues. Must be energetic, enthusiastic and self-motivated; possessing effective leadership skills, communication skills (both verbal and written) and a strong work ethic. Have a basic knowledge of court maintenance - training can be provided. Be proficient in Microsoft Word, Excel and Publisher and QuickBooks accounting programs. Ability to work flexible hours, including some holidays and weekends. - Must maintain all professional and CPR/AED Certifications.

To apply All qualified and interested applicants must provide a **current resume**, a **cover letter** outlining their interest in this position, what experience/skills are offered, and **3 letters of reference**.

Please sent the above application packet to geauxacadianatennis@gmail.com and to jmoreau@lafayettela.gov no later than November 1, 2020 to be considered for this position