

Ventnor City Recreation Department

Job Description – Tennis Supervisor

Purpose of Role

Responsible and accountable for ensuring that the courts are fully operational and functional on a day to day basis in order to meet our member's needs and to ensure the player's experience is the best it can be.

Duties and responsibilities

- . Supervise all tennis play and proper charging of fees.
- . Promote tennis clinics, programs, and tournaments in an effort to promote and attract tennis interest.
- . Ensure proper inspection of courts on a daily basis prior to start of play.
- . Coordinates maintenance, repair and cleaning of courts with staff and other departments.
- . Monitors court usage.
- . Handles opening bank change and collects and verifies closing bank.
- . Maintains an accurate record of all lessons, clinics, and daily fees. Provides reports on a regular schedule.
- . Reliable and maintains good attendance.
- . Works well with other city employees and departments.
- . Reports directly to Recreation Director.