



JOB OPENING

Troup County Government

Position: Assistant Tennis Manager	Department: Parks & Recreation	Salary: \$18.22/Hr
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Under general supervision and instruction this position assists with the management and operations as well as the overall maintenance of Troup County tennis facilities and programs.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have at least 1-3 years minimum experience in related field
- ⇒ Knowledge of tennis program management principles
- ⇒ Knowledge of hydro-court tennis court maintenance principles
- ⇒ Knowledge of tennis tournament management principles
- ⇒ Knowledge of budget management principles
- ⇒ Knowledge of marketing and public relations principles
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in administering and delivering tennis instructions
- ⇒ Skill in planning and problem solving
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Responsible for the maintenance of tennis facilities; position involves lifting up to 40lbs
- ⇒ Assists in supervising the work of tennis center personnel
- ⇒ Assists in managing the tennis facility budget; makes purchases
- ⇒ Coordinates tennis clinics; organizes special event fundraisers, high school tournaments, local open tournaments and USTA tournaments
- ⇒ Teaches private lessons and tennis clinics
- ⇒ Manages marketing and public relations to promote events and programs
- ⇒ Manages Pro Shop; maintains petty cash and prepares bank deposits; maintains tennis memberships; makes court assignments; strings rackets; stocks merchandise
- ⇒ Supervises traffic flow into tennis center; maintains a safe parking environment; informs law enforcement of suspicious activity
- ⇒ Coordinates with local high school tennis teams to provide home court play
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov.

Job #: 12222023 Assistant Tennis Manager

Grade 12

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace