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Tennis & Pickleball Staff

JOB: Full/Part-Time, Seasonal (Non-Exempt)

DEPARTMENT: Operations, Recreation

REPORTS TO: Tennis Supervisor

SUMMARY: The Tennis & Pickleball Staff is responsible for the daily operation of tennis activities at the Williams Tennis Campus and pickleball activities at the new Pickleball Center. Duties include, but are not limited to: customer service, court maintenance, daily lessons and assisting with special events and tournaments. It is understood that applicants may not be familiar with Pickleball, therefore, they will be provided information and training of the sport.

The Tennis & Pickleball Staff must be available to work from mid-May to Labor Day and is expected to work days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Monitor the use of the tennis and pickleball courts, equipment and activities
- Ensure the safety of players, staff and equipment
- Maintain the cleanliness of the facilities
- Teach and assist with tennis and pickleball lessons
- Knowledgeable of the tennis and pickleball facilities, including the different types of court surfaces, number of courts, operational hours, equipment, etc.
- Provide competent tennis and pickleball instruction to all groups and levels of players
- Assist with special events and tournaments
- Manage cash drawer and reconcile daily, following daily deposit procedure
- Keep an inventory of all equipment
- Oversee that all Lakeside Chautauqua rules and regulations are followed
- Ensure customer relations and satisfaction are of highest priority

QUALIFICATIONS: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: While high school graduate or its equivalent with five years related experience or training is preferred, students age 16+ may apply. A working knowledge of tennis is required. At least some experience with organized play (team, league or tournament) is preferred.

LANGUAGE SKILLS: The ability to read and interpret documents, such as safety rules, operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

MATHMATICAL SKILLS: The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts. Keep accurate records by compiling and reporting weekly payroll, fees collected and special events.

REASONING ABILITY: The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and is required to work outdoors. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:

employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date