



Position Description

Title: Senior Tennis Professional

Department: Courts

Position Overview

Reporting to the Director of Tennis, the Senior Tennis Professional will help deliver premium-level instruction, organize tournaments, support special events, and other efforts as assigned in accordance with company missions and goals. This role will work cooperatively with other staff professionals in all tennis operations and programs including, but not limited to the following: on-court instruction; timely and accurate record keeping; social functions and events; participates in membership management, relations, and sales; marketing for instructional programs (advertising and promotions); pro shop sales, communication and correspondence (internal and external) with members, staff, and club guests (and in support of commercial partners). The senior tennis professional must demonstrate excellent judgement, appropriate patience on- and off-court, and will embrace our ethos of customer service.

Junior Programming

The Senior Tennis Professional will assist in junior programming. The Senior Tennis Professional will be able to evaluate students, provide accurate and timely feedback of on-court activity, and provide clear guidance to parents for future junior activities and development.

Instructional Lessons and Clinics

The Senior Tennis Professional will assist in developing and building a player client base for private and semi-private instruction. They will support the Director of Tennis in the development, maintenance, and management/promotion of tournaments, social events, and other operational related activities supporting Club goals throughout the year. Additionally, they will assist the Director of Tennis in maintaining highly professional instruction programs for the membership and general public.

Key Responsibilities

- Teaching - lessons and clinics
- Clinics - population and instruction
- Events - assist with running social events and sanctioned tournaments
- Member relations and retention
- Administrative and Pro Shop Desk Duties, including daily accounting and scheduling
- Racquet stringing duties, as assigned
- Contribute toward the execution of the Hall of Fame Open in July and the Induction Celebration Weekend in August - player services, clinics, sponsor activation, and kids' day activities

Requirements & Preferred Skills

- College degree preferred, but not required
- Minimum of professional teaching certification, USPTA Elite Professional-Level preferred
- 4 or more years of coaching experience
- Tennis playing/coaching experience, college and/or professional playing experience preferred
- Excellent technical and developmental teaching skills
- Excellent consumer/customer relations
- Strong business acumen and marketing
- Organizational skills
- Team-first mentality
- Must be able to stand on feet and walk throughout day, with intermittent periods of rest
- Must understand how to work with different student bases
- Must be eligible to work in the United States as well as pass a background check

Location & Time Commitment

- This position is full-time and in-person position, located at the International Tennis Hall of Fame in Newport, Rhode Island
- Attendance may be required for events during Tournament week and Induction Weekend.
- Weekend and nighttime hours as needed.

Benefits and Compensation

Full time employees are eligible for the following benefits:

- Medical, Dental, Vision
- Life Insurances / Long Term Disability Insurance
- 403b Retirement, 4% contribution after 2 years with no match required
- Paid Time Off – Monthly Sick and Vacation accruals as well as Personal Time
- 13 paid Holidays per year

About the International Tennis Hall of Fame

Our Mission

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally.

The ITHF is a non-profit organization located in Newport, Rhode Island. It is a dynamic organization comprised of diverse business operations to support that overall mission.

- The Museum at the ITHF chronicles the history of tennis and the stories of its greatest champions through an extraordinary collection and interactive exhibits.
- The Hall of Fame Tennis Club is a year-round tennis facility offering junior and adult programming on three surfaces – grass, hard courts, and clay.
- Annually, the Hall of Fame hosts the Hall of Fame Tennis Championships.
- Host the Hall of Fame Induction Weekend when the highest honor in tennis is presented to the sport's greatest champions.
- As a non-profit organization, the ITHF is active in development outreach and philanthropic programs.
- The ITHF is an engaged partner in the global tennis industry and is committed to celebrating the sport's greatest champions and promoting tennis history through strategic programming around the world.

Hall of Fame Open

In July, the International Tennis Hall of Fame, holds the Hall of Fame Open which became just the second combined ATP and WTA 125 level event in the United States. It is the only grass court stop on the Hologic WTA Tour outside of Europe, and the first women's professional tournament at the ITHF since the Virginia Slims of Newport concluded in 1990.

Induction Celebration

Each year those voted to be inducted into the International Tennis Hall of Fame are inducted during the Induction Celebration in Newport, Rhode Island, held in August. This celebration weekend not only inducts the next class into the hall of fame but also highlights the best of tennis culture through art, fashion, music and more.

Application Process

Resumes with a cover letter should be submitted to: hadmin@tennisfame.com