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Tennis Professional  
Guam National Tennis Center

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TITLE: Tennis Pro, Guam National Tennis Center  
RESPONSIBLE TO: Facility Director, Guam National Tennis Center  
WORKING WITH: Guam National Tennis Federation  
Director staff and Tennis Pros

#### SUMMARY JOB DESCRIPTION

Guam National Tennis Federation is seeking a Tennis Professional. The Tennis Pro will be responsible for organizing tennis programs for the Guam National Tennis Center on the island of Guam USA. Responsibilities:

- **Teach private lessons and programs for all ages and levels.** Offers all instructional services including private and semi private lessons, small groups, clinics, team coaching, and tactics and strategy.
- **Focus on Junior development with year round ROGY ball programs**
- **Prepare and keep accurate account of revenue received weekly.** Submits all lesson revenue timely for payment, as required.
- **Contribute Ideas to help increase revenue for facility**
- Provides excellent customer service and helps monitor member feedback through the use of comment cards and other customer care techniques. Follows up on guest requests and comments.
- Assist in maintaining the cleanliness of the courts.
- **Assist with implementation of adult & Junior programs for club members**
- Promotes the facility and its amenities to potential members when applicable.
- Assist in maintaining an attractive, up-to-date bulletin board.
- **Ensure health and safety is to the highest standard both on and off the courts.**
- Reports any incidents or accidents.
- Other duties as assigned.

#### Qualifications:

- **Must be able to work in the United States**
- Teaching certifications from PTR/USPTA/ITF or equivalent
- Experience with ROGY ball program or equivalent.
- Teaching in a club environment with varied levels.
- Experienced, strong, successful player a plus.
- Experience in promoting and implementing a large and varied program of events, classes, and leagues
- **Experience working advanced and developing players.**
- Effective leadership skills and a strong work ethic
- Excellent customer service skills
- Energetic, enthusiastic and motivational
- Professional manner, discretion, and appearance
- Excellent verbal and written skills
- Able to show initiative and make decisions
- **Experience of the Pacific region and people of the Pacific a plus**
- Proficient in appropriate computer skills and office equipment
- Normal work hours: Varied to include nights, weekends, and holidays

Interested parties please contact GNTF President Torgun Smith [torgun@gntf.org](mailto:torgun@gntf.org) with cc to [board@gntf.org](mailto:board@gntf.org)