



Primary Position Responsibilities

- Coordinate Men's Paddle Programming/ Schedules, for league play, lessons, and drills with Club members.
- Conduct Men's Lessons (individual and group), Drills, and provide feedback for teams and coaches to improve skills and levels of play. Able to teach all ages, skills, and abilities.
- Organize and facilitate communication between Men's paddle leadership and members. Address complaints and issues that arise with members and staff.
- Attend quarterly Athletics Committee meetings to update committee members on operating statistics, improvement and programming ideas, etc.
- Operate/facilitate Annual and Quarterly performance and disciplinary reviews when necessary for all Men's Paddle Pro staff.
- Maintain regular communication with direct supervisor, the Athletics Director, Lloy Johnston
- Conduct administrative tasks including scheduling employees; communicating with member volunteers/ employees, members and coworkers verbally and electronically; and completing utilization and sales reports. Update monthly utilization and sales reporting for Board Meeting Minutes and Paddle committees. And maintain all memberships and associations necessary for interclub and league play.
- Onboarding and managing Men's staff. Inclusive of disciplinary action and assisting with issues that may result in termination.

General Position Responsibilities

- Facilitate the development of Men's Paddle programming for different segments of the Club's membership (i.e. youth, active adults, seniors, etc.) to increase utilization of the Club and attract new members.
- Provide daily oversight of all Men's lessons, group instruction, and league play.
- Consult with Athletics Director and General Manager regarding purchases of additional or replacement equipment or accessories necessary to operate the Paddle Program effectively
- Develop monthly programming for Men and calendar listings for Men's leagues, drills and lessons. As well as special community building events for publication on the Club's website and in its monthly newsletter. Examples include; Interclub competition, Regular Clinics throughout the year, Off-season cross club play and competition, incorporate video usage in lessons and for the betterment of our teams. Write a brief monthly/quarterly article for the Club's newsletter to communicate important wellness related information
- Maintain the department facilities and associated equipment to ensure that cleanliness exists in all areas at all times and that equipment remains in excellent working order
- Assist Athletics Director in revising standard operating procedures as necessary for staff and members
- Assist General Manager and Controller in preparing annual financial projections of revenues and expenses
- Attend seminars and training courses to increase job knowledge and obtain certifications or recertification
- Wear an MSC uniform and name tag while you are at the club and on the courts.
- Maintain appropriate boundaries with our members, avoiding personal relationships. Limit phone conversations with members and no social drinking with members.
- Ensure that necessary court maintenance and any out-of-order equipment is repaired within 48 hours

Required Skills and Qualifications

- Possess at least one nationally accredited coaching certification and ideally a Bachelor's degree from a four-year college or university
- Have a thorough working knowledge of the Paddle industry and experience working as a Pro, teaching group and private lessons in an upscale club
- Possess first aid, CPR and AED certifications
- Private Club Experience preferred
- Previous management experience
- Possess a good working knowledge of computers and club-related software
- Ability to lift, push, pull or carry objects that may weigh up to 45 pounds and be able to sit, stand, stoop or kneel frequently or for long periods of time on a consistent basis

Compensation

- Base salary \$50,000 - \$75,000
- Bonus and Ancillary Compensation: Eligible for a performance-based year-end bonus as well as additional revenue earned via individual and group lessons

Please send resumes to bkim@michiganshores.org