

Northeast Harbor Tennis Club

Job Description: Head Tennis Professional

Position Overview

The Northeast Harbor Tennis Club (NEHTC) seeks a Head Tennis Professional to lead our summer tennis program. This is a seasonal position, beginning the last Saturday in June and concluding on Labor Day. NEHTC is a family-oriented club with generations of members, where tradition, sportsmanship, and camaraderie are highly valued.

Key Responsibilities

Staffing & Supervision

- Recruit, hire, and supervise Assistant Professionals (housing available for up to four assistants in the Clubhouse).
- Coordinate with front desk staff, groundskeeper, and other club employees to ensure smooth daily operations.

Tennis Programs & Instruction

- Schedule and conduct private lessons, group clinics, junior programs, and round robins for adults and children.
- Maintain a welcoming, inclusive, and professional environment for players of all levels.

Pro Shop Management

- Manage and stock pro shop inventory.
- Oversee all sales and ensure accurate recordkeeping.

Administrative Duties

- Utilize ClubEssential software for billing and recordkeeping, in coordination with the Club bookkeeper.
- Communicate frequently with the General Manager to address issues promptly.
- Meet periodically with the Tennis Chairperson to report on program status and any challenges.

Compensation & Benefits

- Revenue: Retain all revenue from lessons, clinics, round robins, and pro shop sales.
- Housing: Use of a three-bedroom house for the season.
- Support Services: Bookkeeping assistance provided by the Club bookkeeper.
- Meals: Complimentary lunch available daily at the Club's pool facility restaurant (0.2 miles from NEHTC).

Additional Information

- Season: Last Saturday in June through Labor Day.
- Dress Code: Tennis players are required to wear "half-white" attire.
- Culture: Tradition, good manners, and sportsmanship are central to our community.