



Butterfield Country Club

Position: Racquets Assistant Professional

Email your application to : radek@butterfieldcc.org

Job Summary

The Racquets Assistant Professional is responsible for delivering high-quality racquet sports instruction and promoting a welcoming, professional atmosphere for members and guests. This position focuses heavily on teaching lessons and clinics in tennis, paddle, and pickleball across all age and skill levels. The Assistant Professional supports the Director of Racquet Sports in running engaging instructional programs, managing court activities, and enhancing member participation and retention through outstanding service and coaching excellence.

Reports To: Director of Racquet Sports

(Also works closely with other Racquet Professionals and the Racquets Committee)

Essential Functions

- Provide private and group lessons for juniors, adults, and teams in tennis, paddle, and pickleball.
- Develop lesson plans tailored to each student's goals, ensuring measurable progress and consistent member satisfaction.
- Conduct junior and adult clinics that emphasize fun, fundamentals, and improvement.
- Assist with the design and implementation of seasonal racquet programming and instructional calendars.
- Offer coaching and strategy guidance for league teams and interclub competition.
- Promote participation in lessons, clinics, and special events through active member engagement and communication.
- Demonstrate proper technique, strategy, and sportsmanship during instruction.
- Maintain accurate lesson schedules, attendance records, and assist with lesson billing as needed.
- Conduct on-court warmups and assist with member play during tournaments, socials, and exhibitions.
- Assist with daily racquets operations, including court maintenance, reservation systems, and pro shop support.
- Maintain all teaching aids, equipment, and courts in excellent condition.
- Support marketing efforts for racquet programs through flyers, newsletters, and social media coordination.
- Assist with junior development programs, including summer camps and after-school clinics.
- Participate in Club events to promote racquet sports and foster member engagement.
- Assist in other assignments not included in Duties & Responsibilities as directed by management to support overall Club operations.

Qualifications / Skills

- Minimum 2 years of experience teaching tennis, paddle, or pickleball lessons.
- USPTA, PTR, or PPTA certification (or actively pursuing certification) strongly preferred.
- Strong communication, interpersonal, and coaching skills.
- High-level playing ability and enthusiasm for instruction and player development.
- Experience working with juniors, adults, and competitive league players.
- Excellent organizational and time management skills.
- Professional demeanor with a focus on member satisfaction and engagement.
- Flexibility to work evenings, weekends, and holidays as needed.
- Current First Aid / CPR certification or willingness to obtain.

Preferred / Added Value

- Experience teaching in a private club, resort, or high-level academy environment.
- Proven success growing lesson participation and clinic enrollment.
- Knowledge of racquet stringing, tournament operations, and pro shop functions.
- Experience with junior pathway development and team coaching.

Working Conditions / Schedule

- Combination of indoor and outdoor work; exposure to seasonal weather conditions.
- Teaching hours vary seasonally with peak activity during spring, summer, and fall.
- Evening, weekend, and holiday availability required based on program needs.
- Mix of on-court instruction, administrative tasks, and event support.

Physical Requirements

- Ability to stand, move, and demonstrate racquet sports for extended periods.
- Ability to lift and carry up to 30 lbs. (equipment, teaching aids, and nets).
- Frequent bending, reaching, and court setup required.

Uniform & Appearance Standards

- Club-approved uniform must be clean, pressed, and worn at all times.
- Shoes must be court-appropriate, closed-toe, and in good condition.
- Personal appearance must reflect the professionalism and conservative standards of Butterfield Country Club.

Package:

- Competitive salary (based on experience)
- Private and group lesson fee (rate to be discussed with Director of Racquets)
- Health Insurance

Acknowledgment

I have read and understand the job description for my position. I understand the expectations, responsibilities, and requirements outlined above and agree to perform the duties to the best of my ability.

Associate Signature : _____ Date : _____

Manager Signature : _____ Date : _____