

CORPUS CHRISTI ATHLETIC CLUB

Job Title: Tennis Desk Attendant

Position Summary:

The Tennis Desk Attendant plays a vital role in promoting the sport of tennis at Corpus Christi Athletic Club by creating a welcoming and engaging environment for members and guests. This position supports the tennis department by managing daily operations, promoting programs and pro shop sales, and providing excellent customer service.

Key Responsibilities

1. Customer Service & Engagement

- Greet members and guests warmly upon arrival, creating a positive first impression.
- Answer questions about tennis programs, court availability, and club services.
- Assist members with court reservations and ensure smooth scheduling.
- Address member concerns promptly and professionally, escalating issues when necessary.

2. Promotion of Tennis Programming

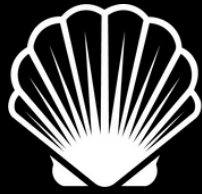
Actively promote tennis programs, events, and lessons to increase participation. Provide detailed information on upcoming classes, tournaments, camps, and leagues. Assist in signing up members for programs, ensuring accurate record-keeping.

3. Pro Shop Sales

- Educate members about pro shop merchandise, including racquets, apparel, and accessories.
- Upsell and recommend products to meet member needs.
- Handle inventory management, including restocking, organizing, and displaying items attractively.

4. Administrative Duties

- Maintain accurate records of reservations, attendance, and sales.
- Process payments for court fees, lessons, and pro shop purchases.
- Assist with communication efforts, including distributing flyers, updating bulletin boards, and promoting programs on social media platforms if needed.



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5. Facility Support

Ensure the tennis desk area is clean, organized, and welcoming.

Coordinate with tennis pros and management to prepare for events and activities.

Monitor court schedules and resolve conflicts efficiently.

Qualifications

Knowledge of tennis programs and equipment is a plus.

Strong interpersonal and communication skills.

Customer service or retail experience preferred.

Ability to multitask and remain organized in a fast-paced environment.

Work Environment

Must be able to work evenings, weekends, and holidays as required.

Frequent standing, walking, and light lifting (up to 20 lbs.).

Compensation

Hourly rate based on experience.

Employee benefits, including club membership and discounts on tennis programming and pro shop items.

Join the Corpus Christi Athletic Club Tennis Team!

We are looking for a dynamic and enthusiastic individual who shares our passion for tennis and delivering exceptional member experiences. Apply today to be part of an energetic and supportive environment!