



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Pro Shop Assistant (**Part-Time**)
DEPARTMENT.....: Parks and Recreation
DIVISION.....: Recreation
CLASSIFICATION/GRADE.....: Pro Shop Assistant /101
REVISED.....: 02/2018
REPORTS TO.....: Tennis Professional
REVIEWED.....: 02/2018
WAGES.....: Hourly

SUMMARY:

Under the direct supervision of the Tennis Professional. The Tennis Professional coordinates all functions of the Terrebonne Parish Tennis Complex and Williams Avenue Courts, and this part time position will primarily assist the tennis professional in the day to day operations of the tennis facilities. Must possess a high degree of accuracy and minimize the risk of noncompliance with the Parish Personnel Manual.

BASIC FUNCTIONS:

1. The Pro Shop Assistant will work with the Tennis Professional to operate and maintain an efficient pro shop and tennis facilities.
2. The Pro Shop Assistant will be in charge of equipment and supplies making sure they are in good condition and available.
3. The Pro Shop Assistant will be responsible for placing players on the correct courts as per court reservation schedule and walk-ups.
4. The Pro Shop Assistant will be responsible for collecting usage fees and recording the information.
5. The Pro Shop Assistant will be responsible for assisting the Tennis Pro with preparations for and during activities put on by the Tennis Pro.
6. It is the responsibility of the Pro Shop Assistant to read, understand and record the daily checklist of duties, assuring a clean and safe work place.
7. The Pro Shop Assistant must turn in their time worked.
8. The Pro Shop Assistant will report to the Recreation Director in the absence of the Tennis Pro.
9. The Pro Shop Assistant will assist the Tennis Pro, if needed, to answer the phones, take court reservations, and other duties as identified by the Tennis Pro. Duties may include cleaning and clearing courts and grounds, sweeping, emptying garbage cans, clean and re-stock restrooms, and other light maintenance.
10. Must be physically capable of climbing ladders, lifting 30 lbs, and practicing safe methods at work.
11. This is a part time position that is limited to 30 hours per week and carries no health insurance or other benefits.

EDUCATION/EXPERIENCE:

1. Presently enrolled in High School.
2. High School graduate or equivalent (GED)
3. Past experience in related field.