

## **Tennis Pro Shop Manager**

We would like to hire a lead pro shop person at the Boonsboro Country Club Tennis Shop. This individual is vital to the management of daily operations and customer service. The ideal candidate will be comfortable with business phone, computer and point of sale systems; (We use Jonas POS software).

Candidate must also have experience in Word and Excel. Experience working in a tennis environment with a tennis background is preferred but not mandatory. Sales experience is preferred but not required. Candidate will be responsible for several duties on a daily basis that include answering phone calls, court and program reservations, in store retail sales, inventory purchasing, control and restocking as needed. Other duties include court fee billing, and light food and beverage sales.

The Pro Shop Manager will answer directly to the General Manager, Director of Tennis and Head Professional. Boonsboro facilities include a Tennis Pro Shop, 8 outdoor clay courts, 4 indoor cushioned hard courts, bathrooms, offices and storage area. Passion for the game of tennis and/or experience in customer service will be helpful.

The position hours will vary but will be primarily Monday through Friday days and an occasional weekend shift. The compensation will vary based on experience. Excellent benefits including: medical/dental.

Please email a cover letter, complete resume including references to [drew.robinson@boonsborocc.com](mailto:drew.robinson@boonsborocc.com).

No phone calls please. This job starts in mid-March.