

ROC Dome Pickleball Manager Job Description

We are looking for an experienced Manager to provide leadership to the operations of our new ROC Dome Pickleball club. This new 12 indoor court pickleball club will be opening this summer in Rochester/Monroe County, NY. The ideal candidate will have relevant education and sports management experience, a passion for pickleball and the development of junior & adult sport skills.

Major Responsibilities:

- Manage and oversee the daily operations of the Club including supervision & evaluation of employees and independent contractors, purchasing and pro shop sales.
- Provide leadership to developing & maintaining positive relationships among members, employees, independent contractors and vendors.
- Develop and maintain a balance of program services that are responsive to the interest & needs of a diverse membership including youth, beginners, intermediate and advanced players.
- Management of member and employee recruitment and retention, marketing, social media and website communication including: schedules of drop-in play, lessons, leagues, reserved court time, tournaments, special events & other activities.
- Monitor budgeted income, expenses and service utilization and other performance objectives. Ensure that variances are communicated to owners in a timely manner and corrective actions are taken when indicated.
- Develop and implement procedures to ensure a safe & clean Club environment.

Requirements

- Three to 5 years of relevant work and volunteer experience including sports coaching and/or sports management.
- Preferred education & training include degrees in physical education, recreation & leisure & sports management.
- Pickleball playing & instructional experience with youth & adults along with managing lessons, leagues, ladders and tournaments is preferred.
- Computer literacy is required, experience with the CourtReserve program is preferred
- Certification in the administration of First Aid, CPR and AED is required.
- Pre-employment criminal background, DMV and drug testing are required.

Starting Annual Salary: to \$40,000 based on relevant education, skills, work experience and performance.

Application Process

Interested candidates are encouraged to send a letter of introduction to Drseth@frontiernet.net with your resume, references and a statement that includes:

- Any personal limitations on work days/hours,
- Your qualification and why you are interested in this position
- How this position would fit with your personal values and career plans