Guam National Tennis Federation (GNTF) seeks a proposal to manage their newly built National Tennis Center (Opened Feb. 2020). GNTF has opened a new 6 court (+4 36’ courts) facility and looking for an energetic Tennis Coach/Facility Manager to grow the facilities and to its potential.

Guam is a developing tennis nation with a growing population of tennis player young and old. The tennis center is an amazing opportunity for growth of the sport. Guam looks forward to improving all aspects for the development pyramid from under 10 players to improving the 1st Davis Cup tie in Asia Oceania Group IV in 2018.

The role is based on the tropical island of Guam, USA in the North Pacific. Guam has had very few Covid-19 cases being isolated and able to control the incoming visitors and returning residents.

The successful candidate will have a unique opportunity to help build the facility’s membership & the National program literally from the ground up.

GNTF is an affiliate member of the USTA in the Hawaii Pacific section. The position has the support of the ITF, Oceania Tennis Federation and will involve close working association with these tennis bodies.

The successful candidate’s proposal will include a plan for managing the facility with a modest staff and establish a tennis business teaching private lessons and national programs.

A detailed job specification is available by contacting Torgun Smith, GNTF President Torgun@gntf.org.
Guam
Job description
Center Director/ National Coach
Guam National Tennis Center

TITLE: Director/National Coach, Guam National Tennis Center

RESPONSIBLE TO: BOD, Guam National Tennis Federation

WORKING WITH: Guam National Tennis Federation
Admin Staff

SUMMARY JOB DESCRIPTION

- Directly responsible for all areas of the running of the facility.
- Maintain reservation system, recommend improvement to maximize system
- Manage system for non member pay for play.
- Prepare and keep accurate account of revenue received weekly.
- Oversee the membership and business of the facility.
- Oversee maintenance the upkeep of the facility.
- Manage tennis center staff
- Teach private lessons and programs for all ages and levels.
- Guam's junior national team training program - weekly sessions
- Develop the plan for use of the courts, peak and non-peak hours.
- Develop and implement a programs for club members and national players.
- Ideas to help increase revenue for facility
- Organise and host social events – frequency as agreed
- Recruit & manage additional coaches – as required
- Monthly report to GNTF board
- Ensure health and safety is to the highest standard both on and off the courts.
- Other duties as needed.

FACILITY DIRECTOR PROFILE:

Profile of Centre Director includes:
- Must be able to work in the United States
- Experience working in membership environment
- Experience working with budgets and keeping accurate accounts.
- Good management and communication skills.
- Fully qualified tennis coach, certification required.
- Familiar with working and developing players.
- Good playing background is a plus.
- Good interpersonal skills.
- Computer literate and capable of preparing reports.
- Have experience of the Pacific region and peoples of the Pacific a plus.
- Hard working and committed to the tennis and development of the facility.

Participates in: Anti-Doping prevention actions and undertakes to facilitate preventive
controls / actions against corruption and the dangers of sports betting / prevention
actions against sexual violence and abuse of authority.