

## Evansville Tennis Center Internship Program

Applicants should have a background and understanding of tennis. Playing experience of High School or College level expected. Applicants should be familiar with the United States Tennis Association, International Tennis Federation, and the United States Professional Tennis Association. Applicant should have experience coaching and/or working with young athletes.

### Administrative Duties:

- Scheduling and organizing court time reservations for members and non-members, classes, lessons, and pickleball
- Assist in managing member accounts, billing, payments, and class registration
- Collect and enter new member and guest information into database
- Oversee Elementary League matches, scheduling, and practices while assigning roles to volunteers
- Maintain a clean work environment including court maintenance, set up and clean up for social events
- Be an active member of the Tournament Committee to help schedule yearly events, sanctioning, budgeting, etc

### On – Court Duties:

- Managing classes ranging in age, skill, and size (Primarily 10 and Under)
- Assist with High Performance training , periodization, specialized training, and development

Any questions regarding this internship, please contact Ryan McDaniel at [rmcdaniel@evansvilletennis.com](mailto:rmcdaniel@evansvilletennis.com)