

Job Title: Pickleball Desk Attendant

Location: Corpus Christi Athletic Club

Position Summary:

The Pickleball Desk Attendant plays a vital role in promoting the sport of pickleball at the Corpus Christi Athletic Club by creating a welcoming and engaging environment for members and guests. This position supports the Pickleball Department by managing daily operations, promoting programs and pro-shop sales, and providing excellent customer service.

Key Responsibilities

1. Customer Service & Engagement

- Greet members and guests warmly upon arrival, creating a positive first impression.
- Answer questions about pickleball programs, court availability, and club services.
- Assist members with court reservations and ensure smooth scheduling.
- Address member concerns promptly and professionally, escalating issues when necessary.

2. Promotion of Tennis Programming

- Actively promote pickleball programs, events, and lessons to increase participation.
- Provide detailed information on upcoming classes, tournaments, camps, leagues, and events.
- Assist in signing up members for programs, ensuring accurate record-keeping.

3. Pro Shop Sales

- Educate members about pro shop merchandise, including paddles, apparel, and accessories.
- Upsell and recommend products to meet member needs.
- Handle inventory management, including restocking, organizing, and displaying items attractively.

4. Administrative Duties

- Maintain accurate records of reservations, attendance, and sales.
- Process payments for court fees, lessons, and pro shop purchases.
- Assist with communication efforts, including distributing flyers, updating bulletin boards, and promoting programs on social media platforms if needed.

5. Facility Support

- Ensure the pickleball desk area and courts are clean, organized, and welcoming.
- Coordinate with pickleball pros and management to prepare for events and activities.
- Monitor court schedules and resolve conflicts efficiently.

Qualifications

- Must be at least 18 years of age.
- Must have current TABC and Food Handlers Certification.
- Knowledge of pickleball programs and equipment is a plus.
- Strong interpersonal and communication skills.
- Customer service or retail experience preferred.
- Ability to multitask and remain organized in a fast-paced environment.

Work Environment

- Must be able to work evenings, weekends, and holidays as required.
- Frequent standing, walking, and light lifting (up to 20 lbs).

Compensation

- Hourly rate based on experience.
- Employee benefits, including club membership and discounts on pickleball programming and pro shop items.

Join the Corpus Christi Athletic Club Pickleball Team!

We are looking for a dynamic and enthusiastic individual who shares our passion for pickleball and delivering exceptional member experiences. Apply today to be part of an energetic and supportive environment!