



Supervisor of Adult Tennis Program

Glenview Park District

Contact Name: Mark Baladad

Contact E-mail: mark.baladad@glenviewparks.org

Contact Phone: 224-521-2137

Closing Date:

Salary: 64,674.84- 71,950.00

Description:

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

The Glenview Park District has a rare and unique job opportunity! We are seeking a skilled and enthusiastic Supervisor of Adult Tennis Programs at the highly utilized and loved Glenview Tennis Club. This position is responsible for safely managing adult tennis programming including in-house and travel leagues, special events and adult group lessons, in addition to handling administrative duties needed to support programming. This role is directly involved in teaching tennis professionals and developing a successful curriculum. Duties include, but are not limited to:

JOB RESPONSIBILITIES

- Recruiting, training, scheduling and evaluating the tennis professionals associated with group lesson programs.
- Troubleshooting and responding to all issues with the leagues and group lesson program.
- Developing and updating the curriculum for the group lesson program and the league clinic content.
- Assisting in preparing and monitoring the budget for the leagues and group lesson programs.
- Representing club at inter club league meetings.
- Acting as the Manager on Duty in the absence of the Tennis Club Manager.
- Organizing both in- house and travel leagues; maintaining league scores and schedules.
- Preparing brochure information including dates/fees.
- Actively teaching group as well as private lessons.

QUALIFICATIONS

- **Education:** Bachelor's Degree in Recreation, Sports Management, Physical Education, Business Administration or related field. Will consider significant and material experience in lieu of formal education

- **Experience:** At least 5 years of supervisory experience. At least a 4.5 USTA rated tennis player with 1-2 years of tennis industry experience, have outstanding organizational skills and be familiar with indoor tennis club operations. Excellent communications skills and ability to interact effectively with tennis pros and patrons required.
- **Certifications:** RSPA or USPTR Certification preferred. Valid Illinois driver's license required.

SCHEDULING, PAY & BENEFITS

- This is a full-time, salaried position that includes approximately 30 hours of administrative work and 10 hours of group lesson instruction each week.
- Hours are generally Monday through Friday 8:30am – 5pm but availability to support programs, lessons, leagues and events during evenings and weekends is required.
- Target hiring salary is \$64,674.84-\$71,950 dependent on qualifications. The full pay range is \$64,674.84-\$93,778.20.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

FOR MORE INFORMATION

Contact Mark Baladad at 224-521-2137 or Mark.Baladad@GlenviewParks.org

External applicants: Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

If interested, please apply by **October 7, 2026**. Recruiting and interviewing will begin immediately.

The Glenview Park District is an Equal Opportunity Employer.