

Club Specialist



Position: Club Specialist
Hours: Part Or Full Time
Pay: \$18.00 - \$27.00 - Based On Experience
Benefits: Club Membership / Continuing Education

Available Shifts: 8:30 am - 3:30pm / 3:30pm - 10:30pm

- A club specialist is someone who can communicate clearly and efficiently with our members and drop in customers about what products and services our club offers.
Among your daily tasks:
 - Check in customers and direct them to their assigned court
 - Use of Play By Point software system to book court reservations and club memberships
 - Monitor and assist with billing, refunds, credits and club accounts
 - Monitor the facility/restrooms, to make sure everything is clean and in good repair
 - Have expert knowledge about membership tiers / Market and sell membership packages
 - Have expert knowledge about programming/ Market and sell programming
 - Have expert knowledge about pro shop offerings
 - Restock and sell concession and pro shop items
 - Answer the phone and assist with customers need
 - Prepare and deliver the courtside drink and snack packages

- **Required Skills:**
 - Warm positive personality with a genuine desire to interact with and help customers
 - Excellent verbal and written communication skills
 - Basic computer/ technology skills
 - The ability to solve problems quickly and efficiently
 - Ability to master our Play by Point court booking software

- Basic knowledge about the sports of pickleball/ tennis and their respective programming
- Interest in continued education / promoting the sports of tennis and pickleball

Helpful Skills To Have:

Fluency in Spanish

Active Lifestyle With An Interest In Fitness, Tennis & Pickleball

Yoga, Coaching or Personal Training Certificate A Plus

**To apply for this position, please email owner Jill Flourney
Flourney.Jill@Gmail.com**

Pickleball Ambassadors



Position: Pickleball Ambassadors

Hours: Flex Time

Type: Barter Your Time For Club Membership, Rewards and Perks

Do you love all things pickleball and find yourself teaching other players how to score, giving helpful tips and chatting it up with other Pickleballers at your local courts? If this sounds like you, Chamblee Racquet & Paddle needs you as part of our “For The Love of Pickleball” program. We’re looking for community members to spend time on our courts facilitating open play, teaching new players the basics and promoting the sport of Pickleball.

As a Pickleball Ambassador, you will have special access to the club, get points earned towards a free membership and club credits to use for drinks, snacks and programming.

All Pickleball Ambassadors will receive training from our head pro and will have an interview with owner Jill Flournoy.

● **Required Skills:**

- Love Pickleball!
- Be reliable to show up during your scheduled hours
- Good organizational skills
- Good communication skills
- Be a positive, genuine and welcoming human

Helpful Skills To Have:

Fluency in Spanish

Active Lifestyle With An Interest In Fitness and Health

To apply for this position, please email owner Jill Flourney
Flourney.Jill@Gmail.com

**Click Tab 2 At the Bottom Of This Page Or Tabs 1-3 On The Left Side To See
Additional Job Descriptions**

Portable Pickleball Direct



Position: Portable Pickleball Director
Hours: Flex Time
Type: Base Pay Plus Commission
Pay: Revenue Share

Chamblee Racquet & Paddle has started a portable pickleball delivery service where we take a portable net, paddles, balls, ball barriers, staff and court markers to special events throughout metro Atlanta as both an income producing part of our revenue stream and as an advertising opportunity for our new club. Currently, we are taking packages to private events, festivals and fundraisers. We are looking for an entrepreneur who wants to manage, expand and grow this program.

● **Required Skills:**

- Excellent organizational skills with a common sense approach to solving problems
- Driver's license and clean driving history
- Exceptional organization
- The willingness and ability to provide positive action-oriented customer service
- Great communication
- You must be a self starter and have the ability not only to operate independently but the drive to want to grow a business.

Helpful Skills To Have:

Business Degree, Training Or Experience

Active Lifestyle With An Interest In Fitness / Pickleball

Proficiency In Using Basic Social Media Platforms

To apply for this position, please email your cover letter and resume to owner Jill Flournoy Flournoy.Jill@Gmail.com

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Coaches



Coaches and Coordinators Needed: (Starting In May 2026)

Chamblee Racquet & Paddle will offer a wide range of programming for Pickleball and a limited range of programming for tennis.

We are looking for certified coaches in both sports to coach out of our club as well as sports coordinators to run non- instructional programming.

Coaches should be able to plan and execute these types of lessons:

Pickleball:

- Clinics
- Group Lessons
- Private & Semi Private Lessons

Tennis:

- Team Lessons
- Team Match Observation and Assessment
- Private & Semi Private Lessons
- Clinics

Coordinators should be able to plan and execute these types of programs:

Pickleball:

- Round Robins
- Mixers
- Social Events
- League Play
- Open Play

Tennis:

- Round Robins
- Mixers
- League Play
- Ladders

Requirements For Coaches:

- Certification by an accredited organization
- First Aid / CPR certification (will be provided)
- Commitment to continuing education
- Enthusiastic love of our sports
- A willingness to be a representative of our club, part of our team and to embrace our goals for club culture
- Creative ideas for programming and promoting our sports / our industry
- Personable, Friendly and Welcoming
- Excellent communication and organizational skills
- Background Check

Hours:

We are hiring both part time hourly and full time salaried coaches. While coaches will be primarily on the courts giving lessons and running programming, all coaches will be expected to work some front desk hours, help with court maintenance and do some administrative work like helping with planning and scheduling programs. While there are no set hours yet (we are in the process of building our schedules and programming) we will make every effort to make sure coaching hours are consecutive and that coaches rotate week day and weekend hours.

Compensation:

We are still hiring principals including a Director Of Programming. The Director will ultimately be in charge of establishing hourly and salaried pay, providing contracts and legal agreements, vetting and onboarding tennis and pickleball coaches. Compensation will be tiered and based on skill set and experience. There may be opportunities to earn bonuses or commissions. In order to know what tier level you will be paid, coaches will need to be evaluated on court by the Program Director.

Hourly Base Pay Range For Assistant Coaches: \$18 - \$27 Per Hour (pay is bi-weekly)

Hourly range For Lead Coaches \$35 - \$45

Salary: \$35,000 - \$50,000 Annually

Requirements For Coordinators

- Excellent communication and organizational skills

- First Aid / CPR certification (will be provided)
- Enthusiastic love of our sports
- A willingness to be a representative of our club, part of our team and to embrace our goals for club culture
- Creative ideas for programming and promoting our sports / our industry
- Personable, Friendly and Welcoming
- Background Check

Hours:

We are hiring hourly program coordinators who will split hours between being on courts and working the front desk. Coordinators will also help with court maintenance and do some administrative work like helping with planning and scheduling programs. There will typically be two shifts available - morning and evening. Our hours of operation will be 8:30 am - 10:30 pm.

Compensation:

Pay will start at \$18 - \$27 based on experience and ability to master our court booking software.

If you would like to interview for a coaching or coordinator position, please email owner Jill Flournoy to get on the interview list.

Flournoy.Jill@Gmail.com.

Assistant Manager



Position: Assistant Manager

General: Flex Time / 32 Hours A Week Onsite / 8 Hours Remote

Type: Salaried

Pay: Starts @ \$35,000 - \$40,000 + Incentives

Benefits: Family Club Membership / Continuing Education/ Healthcare

Hours: 8am - 4 pm

- The assistant manager of the tennis and pickleball facility helps the General Manager oversee all daily operations of the club including:
 - The ability to learn how to monitor the financial health of the club on a monthly, quarterly and annual basis to meet the financial objectives
 - Managing the part time staff with the goal of creating a positive strong culture for both employees and customers
 - Helping the general manager oversee programming, league coordination and facility maintenance to ensure maximum efficiency and profitability
 - Learning to maintain the detailed systems that promote safety, ongoing education, fluidity in programing, max occupancy rates and increased revenue
 - Promote the sports of tennis and pickleball

- **Required Skills:**
 - Excellent organizational skills with a commonsense approach to solving problems
 - The ability to work as part of a team / model good practices
 - The willingness and ability to provide positive action-oriented customer service
 - Good communication skills
 - Ability to learn and master our Play by Point court software and to teach others to use it

Helpful Skills To Have:

Business Degree, Training Or Experience

Fluency in Spanish

Active Lifestyle With An Interest In Fitness, Tennis & Pickleball

Yoga, Coaching or Personal Training Certificate A Plus

Proficiency In Using Basic Social Media Platforms

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Director Of Programming



Position: Director Of Pickleball & Tennis Programming
Hours: Full Time
Type: Salary
Pay: Base Pay + Revenue Share To Equal - \$60,000 - \$75,000
Benefits: Family Club Membership / Continuing Education / Healthcare

- **Responsibilities**

- Creating well rounded programming that will maximize court capacity and bring in revenue
- Managing the coaching staff with the goal of creating a positive strong culture for both employees and customers
- Hiring coaches and maintaining all the necessary paperwork related to their employment
- Overseeing facility maintenance to ensure safety and a positive playing environment
- Initiating, teaching and monitoring practices that lead to revenue / community building
- Supporting the coaching staff by conducting informal and formal check ins and reviews as well as managing the employee incentive programs
- Promoting the sports of tennis and pickleball
- Creating opportunities and tracking of the coaches' continuing education
- Developing an in house certification program
- Creating a welcoming and community building coaching atmosphere

- **Required Skills:**

- Demonstrate proficiency in Pickleball and knowledge of the sport = DUPR rating + experience + education
- Provide positive action-oriented customer service/ train your staff to offer the same
- Excellent organizational skills with a commonsense approach to solving problems

- The ability to manage coaching staff and encourage them to be productive team members
- Must be able to work independently, proactively communicating with the owner / coworkers
- Ability to master our Play by Point court booking software and to teach others to use it
- Nationally recognized coaching certification In Pickleball (Tennis optional)
- CPA & First Aid Certification

Optional Skills:

Ideally the Director of Programming would also be the head pickleball and tennis coach. Applicants who are experienced in sports management who do not have coaching certifications will also be considered.

To apply for this position, please email your cover letter and resume to owner Jill Flournoy Flournoy.Jill@Gmail.com