

**Sun City Texas Pickleball Club**  
**Court Activities Director**  
**Job Description**

**General.** Voting member of the Club Board; responsible for the operation of all club league, round robin and tournament programs in addition to various other court activities.

1. Develop and Implement court activity Programs.
  - a. Provide oversight to Team Leads and ensure quality, standardization and synchronization across all court activity programs.
  - b. Assist Team Leads in recruiting and training volunteer members to assist with the planning, execution and supervision of court activities.
  - c. Maintain an integrated schedule of court activities and coordinate schedules and team lead assignments.
  - d. Identify court requirements and coordinate reservation of those courts to support court activities.
  - e. Report court activity statistics to the Board and membership at workshops and general meetings as needed.
  - f. Recruit, train and supervise court activity Team Administrators as needed.
  - g. Ensure completion of administrative tasks associated with court activity execution, including but not limited to:
    - Preparing requisite class materials (i.e., attendance rosters, handouts, name tags).
    - Maintaining accountability of issued materials.
    - Making inclement weather decisions and notifying participants of cancellations or schedule changes.
  - h. Compile equipment and supply requirements for court activities and secure Board approval for expenses as required.
  - i. Purchase approved materials, submit invoices, and ensure accountability measures are in place and followed once items are received.
  - j. Distribute materials as needed.
  - k. As needed, verify member eligibility to participate, and establish and oversee appropriate processes for participant registration and maintaining waitlists for all court activity programs as needed.
  - l. Recommend new court activities and proposed scheduling for Board approval.
2. Provide court activities information to the Communications Director for Kitchen Talk and other club communications, as required.
3. Attend New Resident/Homeowner Orientations and Chartered Club Fairs as needed.
4. Provide oversight to the League Director for planning and execution of Club Leagues.
5. Provide oversight to the Round Robin Director for planning and execution of Club Round Robins.
6. Provide oversight to the Tournament Director for planning and execution of Club tournaments.