

**Sun City Texas Pickleball Club  
Player Development Director  
Job Description**

**General.** Voting member of the Club Board; responsible for the operation of all club training programs.

1. Develop and Implement all Club Training Programs.
  - a. Evaluate training programs and apply additions/corrections/deletions as needed.
  - b. Provide oversight to Class Team Leads and ensure quality, standardization and synchronization across all levels of training.
  - c. Assist Team Leads in recruiting and training volunteer members to be class trainers and assistants.
  - d. Attend SNP sessions regularly to evaluate player status and review coaching consistency.
  - e. Serve as an instructor, as required.
  - f. Maintain an integrated schedule of Club training and coordinate class schedules and instructor/coach assignments with Class Team Leads.
  - g. Identify court requirements and coordinate reservation of those courts to support training.
  - h. Identify and address needs for evening training classes.
  - i. Report training statistics to the Board and membership at workshops and general meetings.
  - j. Recruit, train and supervise Player Development Team Administrators.
  - k. Ensure completion of administrative tasks associated with class execution.
  - l. Compile equipment and supply requirements and secure Board approval for expenses as required.
  - m. Purchase approved materials, submit invoices, and ensure accountability measures are in place and followed once items are received.
  - n. Distribute materials as needed.
  - o. Verify member eligibility for training and establish processes for registering students and maintaining waitlists for all training programs. Keep records of participants who have completed training.
  - p. Act as the liaison between the Club's Teaching Professionals and Club Board and membership.
2. Provide training information to the Communications Director for Kitchen Talk and other club communications, as required.
3. Attend New Resident/Homeowner Orientations and Chartered Club Fairs.
4. Provide oversight to the Ball Machine Coordinator, who will:
  - a. Outline policy and procedure for using both Club-owned and personal ball machines on the Sun City pickleball courts.
  - b. Maintain and store club-owned ball machines.
  - c. Schedule member classes on ball machine use and maintenance.