

Fremont Hills

Country Club



Director of Tennis

Position Summary

This full-time, exempt position manages the Club's tennis programs and services. Conducts standard/intermediate level tennis professional work in devising, coordinating, and promoting daily play and tournament activities, tennis lessons, and tennis operations.

General Functions

- Responsibilities include but are not limited to the following:
Promoting, planning, supervising, and implementing the Fremont Hills Country Club Tennis Programs.
- Creating and adhering to Tennis Budgets, including tennis-related capital improvements.
- Supervision and management of all Tennis Staff.
- Development of all tennis USTA teams and programs for Youth tennis (Camp Fremont) in summer & year-around Junior tennis and Adult tennis year-around, including private & group lessons and/or clinics.

Assigned Duties & Responsibilities

- Plan, conduct, coordinate, and supervise all Tennis activities and related staff. Create & maintain weekly, monthly and yearly calendar.
- Provide coaching, support and scheduling assistance for the Club's USTA teams.
- Plan and help implement social and family-oriented tennis events for membership; Support Camp Fremont introduction to tennis for youth ages 5-12 year olds.
- Arrange Junior tennis programs in a creative and innovative way in order to keep the programs at its highest standard/level.
- At all times, project a favorable image of the Fremont Hills Country Club to promote its goals and objectives as well as foster and enhance the reputation of the Club's tennis program. Always maintains a friendly, hospitable and helpful attitude with all members, guests and employees.
- Perform any and all related duties as required and requested by the General Manager.

Assigned Duties & Responsibilities (Continued...)

- Provide the highest standard of tennis instruction in a courteous, hospitable and patient manner for all levels of players in private and group settings. Assist all students with setting goals commensurate with achieving their highest desired level of potential skills.
- Enforce all tennis rules and regulations as established by the Board of Directors & Management. Ensure all guest fees are accurately collected and charged.
- Attend the Tennis Committee meetings.
- Manage all aspects of court maintenance including court washing & drying, windscreens, benches, score placards, nets, lights and resurfacing as needed. Inspect monthly and provide reports to the General Manager.
- Monitor tennis court usage and provide detailed reports to the General Manager on a monthly basis (daily, time frames, types of play, lights, competition, instruction, etc.).
- Create and develop events that encourage new member participation. Assist in creating high profile lesson programs to attract large numbers of tennis players to courts and related facilities.
- Collaborate with other Club Professionals and Senior Staff to create a cohesive Senior Staff.
- Plan, advertise and execute Tournaments including meeting all budgets, and delivering impeccable service to members and guests representative of our club.
- Providing maximum service levels and enhance tennis revenues.
- Enforces tennis court rules and regulations and adhere to USTA standards and policies.
- Publish, maintain and update the Club's USTA Team Captains Handbook in coordination with the Tennis Committee and Board of Directors.
- Manage Club's Pickleball program to be compatible and harmonious with the Club's Tennis program. Provide periodic reports and metrics of all Pickleball activities to the General Manager including member/guest/team play, instruction, program management/staff, supplies/merchandise, court maintenance & usage, rules and regulations, department expense budgets and proposed capital expenditures requiring Finance Committee, Building & Grounds Committee and Board of Directors review.

Qualifications

- Must have a minimum of 10 years of experience as a Head Tennis Professional, preferably with work at a private Country Club.
- Must have a Professional certification of USPTA Elite Professional and/or PTR Professional.
- Must play at a minimum of a 5.0 USTA rating or equivalent UTR of 10.0 or higher.
- Certified IPTPA instructor (International Pickleball Teaching Professional Association)
- PPR (Professional Pickleball Registry) like PTR (Professional Tennis Registry)
- USAPA (USA Pickleball Association) like USTA (US Tennis Association)
- Must have strong hospitality, communication and customer service skills. Expresses information to individuals or groups effectively, makes clear and convincing presentations. Facilitates an open exchange of ideas. Encourages cooperation, pride, trust and group identity; fosters commitment and team spirit.
- Displays a high standard of ethical conduct and chooses an ethical course of action; is trustworthy.
- Sets well defined/realistic personal goals; displays a high level of commitment towards completing tasks.
- Must demonstrate creative and innovation programs that have been successful.
- Must be able to string and provide racquet maintenance services.
- Must have computer skills including Word and Excel proficiency.
- Must be willing and able to work a flexible schedule including weekends, early morning, and late nights as needed.

Qualifications (Continued...)

- Must have experience managing retail including hard and soft goods. Ability to receive all incoming shipments of merchandise , calculating wholesale and retail prices for all items, entering all shipments received into inventory and maintaining displays. Completes physical inventories on a regular schedule and maintains current inventory and sales records. Prepares annual buying plan based on analysis of sales data and industry trends and completes purchase orders for payment of pro shop invoices.

We offer a competitive salary & excellent benefits.

Interested and qualified candidates should email their statement of qualifications and resume to **sdomnie@fremonthills.com**. Respecting the fact that candidates who are currently employed might be hesitant about applying, please be assured that the interest in this position of all candidates will be treaded confidentially.