

The Los Altos Golf & Country Club is searching for a dynamic, energetic person to lead our tennis program. Directing and leading our USTA, family, youth and social programs will be the key focus.

LAGCC is a family friendly club located in the Los Altos hills in the Silicon Valley. Facilities include a recently renovated Clubhouse with state-of-the-art food and beverage facilities, 3500 sq. ft. Fitness Center, two swimming pools, 18 hole golf course and seven lighted tennis courts. Membership is at full capacity with an active tennis membership and comprehensive programming.

Position Summary

The Tennis Director is responsible for the proper management of all tennis operations of the club to facilitate maximum member satisfaction from their tennis activities. The Tennis Director will run an operation compatible with the interests of the membership as well as club employees, the maintenance and improvement of the quality of the club's services, and the security and protection of the club's assets and facilities.

Essential Accountabilities & Functions

- Organize and direct all club tennis activities, events, exhibitions and lesson programs.
- Provide quality leadership in a positive, highly visible and engaging style.
- Provide guidance to the tennis committee for the proper programming of the club/facility based on the number of courts, personnel and funds necessary for operational management.
- Be a strong "consensus builder", recognizing the importance and having effective skills to reconcile differences and inspire solutions for better operation and member experience.
- Administers and enforces club tennis policies and procedures regarding play on club courts.
- Ensures proper inspection of the courts/facilities on a daily basis prior to start of play and report items needing attention, repair, or replacement to the GM or Maintenance Manager.
- Responsible for interviewing, hiring, training, planning, assigning, and directing work evaluating performance, rewarding and disciplining tennis staff; addressing complaints and resolving problems.

Specific Job Accountabilities

- Devote a reasonable number of hours to playing tennis with members regardless of their NTRP level; such play is not considered a playing lesson.
- Enthusiastically encourage tennis participation by planning events to promote the sport and fellowship in the club. Prepare tennis clinics, films, fun playing events or educational programs, etc., for such activities.
- Proactively manage USTA & Women's Leagues providing guidance and counsel for team captains as needed.
- Work closely with the tennis committee to create, develop and promote new social/activity tennis programs for the mutual benefit of the membership (juniors, adults, seniors, etc.).
- Selects, trains, supervises, schedules and evaluates junior tennis director and other tennis staff.
- Writes and edits all tennis related news for the club newsletter / broadcast email communication.
- Actively engage new and existing members in our tennis program.

- Develops a detailed annual calendar of tennis activities and applicable promotion campaigns during the tennis season.
- Maintains an accurate record of all tennis lessons and clinics given.

Compensation Package

- Base salary, commissions, junior program / performance incentives
- Benefits – Medical, Dental & Vision and meal plan
- 401K match
- Paid Time Off (PTO)

Reporting Relationship

- Reports directly to LAGCC General Manager
- Directly supervises: All Tennis staff including Pros and seasonal coaches

To apply for this position please email cover letter and resume to Randall Bertao, General Manager: rbertao@lagcc.com. No phone calls please.