

## **Director of Tennis & Fitness**

Founded in 1924, the Orinda Country Club is a private club rich in tradition that offers its members and their families premier golf and other recreational facilities with the commitment to provide service that exceeds expectations. Nestled in the Northern California hills of Orinda, you will find a beautiful full-service, family oriented private club located 20 miles east of San Francisco in the sunny East Bay. The Club includes a Willie Watson designed golf course, 8 tennis courts (5 lighted), a Fitness Center, a Fitness Studio, state-of-the-art pool facility and an upscale dining experience.

We currently have an opening for a full time Director of Tennis & Fitness.

### **General Functions**

Responsibilities include but are not limited to the following:

Promoting, planning, supervising, and implementing the Orinda Country Club Tennis and Fitness Programs.

Creating and adhering to both Tennis and Fitness Budgets, including capital improvements.

Supervision and management of all Tennis and Fitness Staff.

Development of all tennis teams and programs for Junior tennis and Adult tennis year round, including private and group lessons and/or clinics.

Overall management of the Fitness Center, Fitness Studio and all sub-contracted Fitness instructors.

### **Assigned Duties & Responsibilities**

1. Plan, conduct, coordinate, and supervise all Tennis activities and related staff. Create weekly, monthly and yearly calendar.
2. At all times, project a favorable image of the Orinda Country Club to promote its aims and objectives as well as foster and enhance public recognition of the Club. Always maintains a friendly, hospitable and helpful attitude with all members, guests and employees.
3. Perform any and all related duties as required and requested by the General Manager and or Board of Directors.
4. 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.
5. Enforce all tennis rules and regulations as established by the Board of Directors. Enforce the dress code and courteous rules as established in the House and General Rules. Ensure all guest fees are accurately collected and charged.
6. Arrange junior tennis programs in a creative and innovative way in order to keep the program at its highest standard.
7. Submit lesson reconciliation sheets daily.
8. Submit monthly articles or tips to the Orindan. Submit weekly content for member E-blast.

9. Attend any necessary meetings for the Tennis and Fitness Committee, the Junior Tennis Committee, the Ladies Tennis Committee, Senior Staff or the Board of Directors.
10. Assist with court maintenance, court washing, and court drying as needed. Inspect courts monthly and report findings to General Manager.
11. Create and develop events that encourage new member participation.
12. Collaborate with other Club Professionals and Senior Staff to create a cohesive Senior Staff.
13. Plan, advertise and execute Tournaments including meeting all budgets, and delivering impeccable service to members and guests representative of our club.
14. Manage and evaluate all Fitness related offerings. Be able to recognize trends and implement new and relevant programs.

### **Qualifications**

- Must have a minimum of five years of experience as a Head Tennis Professional, preferably with work at a 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.
- Must have strong hospitality, communication and customer service skills.
- Must demonstrate creative and innovative 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.
- Must have experience managing retail including hard and soft goods.
- Must have experience with Fitness and Health related fields.

We offer a competitive salary, excellent benefits including 401(k) matching, meals and Club access.

*Interested and qualified candidates should email their statement of qualifications and resume to [dponce@orindacc.org](mailto:dponce@orindacc.org). 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 treated confidentially.*