



THE WESTON GOLF CLUB

CLUB OVERVIEW:

Founded in 1894, The Weston Golf Club (WGC) is among Massachusetts's oldest private clubs. WGC is a family-centered club that values camaraderie and athleticism. We offer our membership a wide range of recreational activities and social events throughout the year. The 124-acre campus includes our Donald Ross-designed 18-hole course, clubhouse, bowling, pool, and outdoor racquets facilities. Our members consider WGC to be an extension of their home; a place where they are proud to be with family and friends.

DIRECTOR OF RACQUETS POSITION OVERVIEW:

The Weston Golf Club (WGC) Head Racquets Professional (HRP) is responsible for managing and executing the entire Racquets program. He/she will lead a team of professionals and other respective staff to ensure clear and consistent communications as it pertains to expectations, organization, labor costs, services, and the overall operation of Tennis, Paddle, and Pickleball.

The HRP will be responsible for all Racquets programming, the utilization of all facilities, and all operations to provide the best experience for our members and guests. The HRP will forecast, plan, and manage all aspects of the department including instruction, staff mentorship and supervision, social and competitive programming, and the highest level of member service.

The goal of the Racquets Program is to deliver a consistent member/guest experience that meets or exceeds expectations daily. The HRP must be passionate about the organization, promoting racquets at the Club, and engaging his/her team to have similar enthusiasm.

The HRP is the "face" of WGC racquets, highly visible with a strong presence. The continued development and motivation of a strong program enticing to the membership is of utmost importance. The HRP is a member of the management team and works closely with all Club department managers to ensure the achievement of WGC's mission, values, and objectives.

JOB DESCRIPTION:

Reports to: General Manager

Supervises: Full-time and Part-time Teaching Professionals, and Pro-Shop Attendants

Job Classification: Exempt

Employment Category: Full-time, Year Round

Anticipated Days: 5.5 – 6 days per week

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Tennis

- Hire and train an assistant tennis professional
- Organize and staff a 7-day per week teaching program during peak season to adequately fill the needs of children and adult members
- Create a comprehensive junior program for all levels of players, including a program for players ages 10 and under
- Organize and staff all summer programs, camps, clinics, and workouts to adequately fill the needs of children and adult members
- Organize teams to participate in Ladies and Men's leagues
- Evaluate teaching staff twice annually with a report to the committee and performance reviews to the General Manager
- Give lessons and clinics on the techniques and strategies of tennis to members and guests
- Organize and officiate a complete Club Championship program as well as offer social events for members in various demographics
- Administer and enforce Club tennis policies and procedures regarding play on Club courts, and review and update handbook information annually

Paddle and Pickleball

- Give lessons and clinics on the techniques and strategies of paddle/pickleball to adult and junior members
- Organize teams to participate in the WGC and GBWPTL paddle leagues
- Organize and officiate a complete Club Championship program as well as offer social events for members
- Administer and enforce Club Paddle/Pickleball policies and procedures regarding play on the Club courts

Office Administration

- Manage and perform all administrative tasks necessary to run the tennis department, such as scheduling, billing, and marketing
- Establish a mission that is obvious to every member who walks in the pro-shop door
- Prepare an annual operating budget and capital expenditures budget for the department. Keep revenue and expenses in line with the budget throughout the year
- Represent Racquets at weekly department manager's meetings
- Prepare a full report at each committee meeting to include program highlights and a review of the monthly financial operating statement
- Make oneself as accessible as possible to members for questions and consultations, responding promptly to phone calls and inquiries if not available
- Ensure daily member charges are entered into the POS system and are accurate and complete
- Ensure all tennis-related news for the Club newsletter and weekly email blasts are accurate and complete
- Perform daily maintenance of facilities and coordinate major maintenance and repair work with grounds and maintenance departments as well as commercial vendors to keep courts in excellent playing condition
- Keep the department up to date on current technologies and trends in the industry

Pro-Shop

- Responsible for running the tennis pro shop including a select line of state-of-the-art racquets, paddle and pickle racquets, balls, and accessories appropriate for the needs of the members
- Offer quality racquet stringing services to members, string racquets and perform other equipment repair
- Offer demo racquet program

Social Program

- Organize, administer, and officiate tournaments, exhibitions, and inter-club and intra-club social events

CANDIDATE QUALIFICATIONS:

- A strong and passionate leader
- An ability to provide premiere services in a multi-racquet sport, family-oriented environment
- Strength in working with committees and other key contributors to develop and execute strategies for success
- Someone who can motivate and lead, bringing out the best in others through accountability, consistent feedback, support, respect, and professionalism
- Exemplary written and verbal communication skills

EDUCATION/CERTIFICATION QUALIFICATIONS:

- A college degree from a 4-year accredited university is preferred
- Certified as a PTR, PPTR and/or USPTA is required
- Working knowledge of various racquet-specific technology and software programs
- Vast teaching and programming experience
- Knowledge of court maintenance including Har-Tru clay courts and paddle courts preferred

SALARY AND BENEFITS:

Salary is open and commensurate with qualifications and experience. The Club offers an excellent benefits package.

All cover letters and resumes should be sent to:

John Mitchell, Racquets Chairman
jrmitch67@gmail.com