

## Candidate Profile

Head Tennis & Paddle Professional

Philadelphia Country Club

Gladwyne, PA

[www.philadelphiacc.net](http://www.philadelphiacc.net)



## Organization

Founded in 1890, the Philadelphia Country Club is among the elite private, member-owned clubs in the country. It is recognized as a Platinum Club of America. The club's 975 member families and their guests enjoy exceptional facilities and service in a "family-focused" setting. The club's facilities include a 27-hole championship golf course, Har-Tru tennis courts, paddle courts, squash courts, pickleball court, fitness center, a brand new state-of-the-art resort-style pool, a summer house, a rustic lodge for trap and skeet shooting, four lanes of bowling and a 100,000-square-foot clubhouse featuring casual and formal member dining rooms and recently renovated private dining facilities.

Philadelphia Country Club has a rich tradition in all the racquet sports as the city of Philadelphia is considered the birthplace of doubles squash. The club hosted four National Squash Racquets Doubles tournaments from 1936-38 and again in 2015. It also hosted the 2013 U.S. Open Squash Doubles tournament. The tennis history includes the 1930 and 1932 Davis Cup matches.

### Racquet Facilities:

- 9 Har-Tru tennis courts (renovated for the 2017 season)
- 4 platform tennis courts
- 5 squash courts (three international singles, two international doubles)
- 4 pickleball courts
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### Racquet Staff:

- Director of Racquets
- 1 Head Tennis & Paddle Professional
- 1 Head Squash Professional
- 1 Assistant Racquets Professional
- 6-10 seasonal tennis pros/ shop assistants

**Position Summary:** We are seeking a dynamic, experienced, and highly motivated Head Tennis and Paddle Professional to lead our tennis and paddle sports programs. The ideal candidate will have a passion for teaching, a deep knowledge of the game, and the ability to inspire players of all ages and skill levels. This role involves managing all aspects of the tennis and paddle sports programs, including instruction, tournaments, social events, and pro shop operations.

## **Key Responsibilities:**

### **Program Development and Management:**

- Design, implement, and oversee comprehensive tennis and paddle sports programs for all skill levels.
- Organize and conduct clinics, camps, and private lessons.
- Develop and promote youth and junior programs to foster new talent.

### **Member Engagement:**

- Foster a welcoming and inclusive environment for all members.
- Build strong relationships with members to understand their needs and enhance their experience.
- Plan and execute social events, tournaments, and leagues.

### **Instruction and Coaching:**

- Provide high-quality instruction to players of all ages and abilities.
- Develop personalized training plans to help players achieve their goals.
- Stay updated with the latest coaching techniques and industry trends.

### **Facility and Staff Management:**

- Maintain and oversee tennis and paddle facilities, ensuring they are in excellent condition.
- Hire, train, and manage assistant professionals and support staff.
- Coordinate with maintenance staff for court upkeep and improvements.

### **Pro Shop Operations:**

- Assist with ordering and managing inventory for the tennis pro shop.
- Ensure the pro shop is well-stocked, organized, and provides excellent customer service.
- Handle sales transactions and manage financial records related to the pro shop.

### **Administrative Tasks:**

- Manage the budget for the tennis and paddle programs.
- Handle scheduling, billing, and other administrative duties.
- Complete tasks delegated by the Director of Racquet Sports.
- Ensure compliance with club policies and procedures.

### **Additional Responsibilities:**

- Ensure the quality and consistency of all racquet sports rival those of comparable clubs.
- Collaborate with Assistant Racquets Professionals, Fitness Center Manager, Pool Experience Manager, Clubhouse Manager, Facilities Director, Golf and Grounds Superintendent, Catering and Member Events Director, and Food and Beverage Operations Managers.

- Actively participate in strategic planning and organizational sessions with the Director of Racquets
- Play an active role in welcoming new club members to the racquets program and encouraging their participation in the racquets community.
- Represent the club in local and national professional organizations (e.g., USPTA, USTA, U.S. Squash).

### **Qualifications:**

- Minimum of 5 years of experience as a tennis and/or paddle professional, with at least 2 years in a leadership role.
- USPTA or PTR certification (or equivalent) required; PPTA certification preferred.
- Proven track record of developing successful tennis and paddle programs.
- Excellent teaching, communication, and interpersonal skills.
- Strong organizational and administrative abilities.
- Ability to work flexible hours, including evenings and weekends.

### **Benefits:**

- Competitive salary and performance-based incentives.
- Opportunities for professional development and continuing education.
- Paid vacation and holidays.
- Retirement plan with employer contributions.

### **Requirements:**

- A college degree, preferably in Sports Management or a related program.
- Proficiency in tennis, platform tennis, and pickleball.
- Knowledge of and proficiency with all computer programs related to the racquets operation.
- Strong passion and enthusiasm for all racquet sports.
- High ethical standards and history. Final candidates will be subject to a full background check.

Philadelphia Country Club will offer an attractive and competitive compensation package to include:

- A base salary, lesson and clinic income, and annual performance bonus.
- Individual and family insurance, including medical, dental, and life insurance.
- 401(k) with club match.
- ETO and complimentary staff meals.
- Relocation assistance.

**Application Process:** Interested candidates are invited to submit a resume, cover letter, and a list of professional references to Chris Mullin, Director of Racquets, at [cmullin@philadelphiacc.net](mailto:cmullin@philadelphiacc.net). Applications will be reviewed on a rolling basis until the position is filled.