



**Short Hills Club**  
**Director of Racquet Sports (DoRS)**

**The Club**

The Short Hills Club is a family-oriented, private club located in the heart of Short Hills, New Jersey, just 24 miles from New York City. Situated on 15 beautifully wooded acres overlooking South Pond, the Club's facilities include seven Har-Tru tennis courts, five heated and lit platform tennis courts, two international squash courts, a beautiful pool complex, a complete racquets pro shop, and various dining facilities.

Since its founding in 1875, the Short Hills Club has developed a rich history of competition in racquet sports. It is the second oldest tennis club in the United States and a Founding Club of the International Tennis Hall of Fame. The Club has an active and engaged membership of approximately three hundred families and offers its members a broad range of social and athletic activities.

The Short Hills Club has an active and energetic racquets program that provides its members with a range of tennis, platform tennis, and squash. Offerings include league, tournament, social play, and instructional programs that encompass private and group lessons, clinics, and practices. The racquets program incorporates a creative variety of special events and activities, giving members the opportunity to socialize while enjoying their favorite racquet activity. Exhibitions, Pro-Am Tournaments, Leagues, Club Championships, and Tournaments are just some of the acclaimed racquets activities which the program offers and the foundation from which to grow.

This year-round position represents a great opportunity to work in a beautiful location with an enthusiastic membership at one of the country's most prestigious racquet clubs.

**The Role**

The Director of Racquet Sports (DoRS) is a full-time, year-round, highly visible position requiring strong presence, leadership, and communication skills with members and staff alike. The DoRS position reports directly to the General Manager and works closely with the Racquets Chair, the respective heads of Tennis and Paddle Committees, as well as the entire club staff. The position is comprehensive and must ensure the successful achievement of the mission and objectives of Short Hills Club. The DoRS is responsible for all aspects of the racquets program, related activities, and racquet facilities. This will include programming and staffing. The DoRS is expected to be the leader of the racquets program by passionately promoting the games of tennis, platform tennis, and squash.

## **The Required Scope of Services**

A successful Director of Racquet Sports at SHC will create a culture of member engagement, enthusiasm, and participation at all skill levels. The DoRS serves as the ambassador and pro for all SHC racquet sports. He/she will manage all racquet personnel with full responsibility for hiring, training, discipline, and performance reviews.

The DoRS is responsible for designing, planning, and implementing all racquet programming for all skill levels, including fun social events, competitive events, inter and intra club events, clinics, and instruction.

The DoRS will work on increasing racquets participation for existing members and create a dynamic program for prospective/new players. This effort will include promoting and developing dynamic junior racquets programs; and engaging and promoting adult players of all ages, genders, and abilities.

The DoRS will oversee and assist the SHC staff in the setup, maintenance, and breakdown of the tennis courts each season. The DoRS will work and consult with the facilities manager to ensure all 7 hydro har-tru courts, 5 platform tennis courts, and the 2 international squash courts are properly maintained.

The DoRS will work with the Short Hills Club to own, operate, and maintain the inventory of racquets, paddles, string, soft goods, and all other merchandise to meet the membership's needs. The DoRS is expected to be on-site for a considerable amount of time, including weekends and holidays during the busy seasons.

The general roles and responsibilities of the DoRS will be to deliver a range of services customarily provided by a Master or Elite USPTA/PTR tennis professional. DoRS will provide other services commensurate with the position of Director of Tennis or DoRS at other first-class clubs in the area.

## **Required Education and Experience**

The ideal candidate should have:

- Several years of existing experience as a Director of Tennis and/or Racquets/Head Professional in a similar equity club setting with a resume indicating progressively more responsible positions.
- A proven track record of excellence in tennis/platform tennis instruction and programming. Squash teaching experience is preferred but not required.
- Instructor certifications by an accredited teaching organization in both tennis and platform tennis (if not currently certified, must commit to becoming certified within three months of the start of term). Squash certification is preferred but not required.
- Experience recruiting, leading, and directing a team of instructors, both year-round and seasonal.
- Experience with procurement of equipment and supplies for racquet sports activities in accordance with budget.
- Ability to be an independent, self-starter requiring minimal supervision.

- A high level of attention to detail and ability to multitask.
- Excellent oral and written communication skills.
- Organizational, financial, and managerial skills, possessing a working knowledge of member-owned club budgeting. Computer skills are helpful.

### **Personal Qualifications**

- Strong character and values.
- Positive attitude, responsiveness, and passion for member service.
- Exhibit high ethical standards and an appropriate professional image.
- Encourage and engage players of all ages and abilities in the racquets program, both on and off the court
- Excellent interpersonal skills with a strong ability to work with a committee structure.
- Possess verifiable ability to attract, hire, develop and lead a high performing team of professionals while setting and maintaining standards of performance appropriate to perpetuating the traditions and values of the Short Hills Club.
- A high-level tennis background including college team participation, and comparable paddle skills. High-level squash competency and skills are preferred but not required.
- Understanding and commitment to developing juniors.
- Commitment to substantial, daily on-court play and teaching for both tennis and paddle programs.
- Strong knowledge of clay/har-tru court management and maintenance.

### **Essential Job Functions**

- Serve as a passionate ambassador of the Short Hills Club, both on and off-property, and with the ability to transfer that passion to colleagues and staff.
- Provide quality leadership and a positive, highly visible, and engaging style. A genuine, accessible, and approachable personality is essential to success.
- Ensures that SHC members and guests enjoy outstanding experience by
- providing consistent, friendly, and exemplary service
- Observe and abide by the Club rules as established by the Board of Directors and the Tennis, Paddle, and Squash Committees. Ensure that members and guests observe the rules and maintain good order in the racquets area of the facilities.
- Maintain a culture that emphasizes traditional etiquette and sportsmanship, as well as proactive, personalized service. Manage a facility atmosphere that includes excellence, tradition, and understatement.
- Assure a consistent, efficient, seamless daily operation of the club-wide racquets operation. Provide members and guests with an environment that meets the club's values.
- Assist with organizing and/or act as the Tournament Director for racquet tournaments run and/or hosted by the Short Hills Club.
- Be a strong “consensus builder,” recognizing the importance of having effective skills to reconcile differences and inspire solutions for a better operation and to enhance the member experience.

- Establish a weekly and monthly communication schedule to promote all programs and events across all three sports.
- Through programming, create a community within the racquets program. This would include recreational, social, competitive, and interleague activities.
- In conjunction with the committees, develop a detailed calendar of events each year, balancing the number of events while driving attendance. Plan regular meetings with committees as necessary to review how the different areas are functioning.
- Develop, organize, and manage both adult and junior programs to include clinics, coaching sessions, tournaments, intra-club ladder play, junior camps, and other organized activities.
- Provide private and group instruction at rates approved by the Club. Also, develop and market to the members non-instruction programmed playing opportunities (i.e. round robins, socials, mixed doubles).
- Run all racquets events; manage Club Championships and social events.
- Utilize the Club's management software/POS (Jonas) for all racquets activities, such as billing, scheduling, and promoting events.
- Responsible for hiring, training and scheduling seasonal and year-round teaching staff. Train/coach racquets staff to be knowledgeable and engaged in the promotion of events and in creating an appealing and fun environment at facilities.
- Ensure proper maintenance of tennis, paddle, and squash courts. Manage day-to-day operations and inspect and supervise court maintenance and related equipment. Light maintenance may be required to ensure courts are in good playing condition.
- Manage full financial processes of racquet sports. Work with the General Manager, Controller, and Committee Chairs to develop annual budget, forecast labor, and expenses. Keep excellent records and develop reports of activities. Ensure that all fees for lessons, clinics, events, and other programs are charged correctly and entered in the Club's POS systems daily and/or weekly.
- Ensure accurate purchasing and recording of sales of all merchandise and Pro Shop equipment; conduct monthly inventory.
- Produce a written season-end report for review by the Tennis, Paddle, and Squash Committees that summarizes program highlights and recommends remedial actions required for program improvements.

### **Compensation**

The compensation structure for this position has recently been revised, is well within industry standards, and provides for considerable upside.

## **The Selection Criteria**

The primary selection criteria to be used in evaluating a candidate will include:

- Breadth and depth of experience as a racquets professional.
- Strong interpersonal skills and engaging teaching style in diverse age groups, abilities, playing formats and settings.
- Degree of experience in a private membership setting.
- Demonstration of technical competence.
- Ability to articulate a compelling vision for the future of the Club's programs.

## **Credentials Submission**

The Club intends to award the position to the candidate that submits the most thoughtful and comprehensive response, has compensation requirements in line with the Club's expectations, and successfully demonstrates through the application and interview process that he/she will make a strong contribution to the growth and vitality of the Club's tennis, platform tennis, and squash programs.

If you are a qualified candidate and interested in this exceptional opportunity, please submit your resume, a cover letter summarizing the reasons why you feel that you are uniquely qualified for the Director of Racquet Sports position at the Short Hills Club, a list of references (must include name, phone number, email, and relationship to candidate). Email a cover letter, resume, list of three professional references (not to include any SHC members) to [gm@shorthillsclub.org](mailto:gm@shorthillsclub.org) **NO LATER THAN MARCH 7, 2025**.

All correspondence should be addressed to Short Hills Club Search Committee.

**IMPORTANT:** Save your resume, letter and references in the following manner:

"Last Name, First Name Cover Letter"

"Last Name, First Name Resume"

"Last Name, First Name References"

(The Cover Letter, Resume and References must be in Word or PDF format)

**No phone calls will be accepted by Short Hills Club regarding this position.**

## **Benefits**

- Competitive salary based on qualifications and experience
- 401(k)
- Medical and dental plan
- Annual vacation
- Continuing Education allowance

**Date Available:** ASAP

## **Inquires**

No phone calls. Please email your cover letter, resume, professional references, and salary history to: [gm@shorthillsclub.org](mailto:gm@shorthillsclub.org)