



Director of Racquets

Allegheny Country Club | Sewickley, PA

Reports To: General Manager

Key Relationships: Board of Governors, Racquets Committee Members, Club Members, Guests, Vendors

About the Area

Allegheny Country Club sits in Sewickley Heights — the quietly prestigious hilltop community perched above one of the Pittsburgh area's most beloved villages. Down the hill, Sewickley Village offers the best of small-town living: tree-lined streets, a walkable village center filled with independent boutiques, art galleries, and acclaimed restaurants, and the warm energy of a community where neighbors know each other by name. Its name comes from a Native American word meaning "sweet water," and that spirit of welcome runs through everything here. Residents enjoy the charm and safety of a close-knit town paired with easy access to a world-class city — and the Heights itself adds something more: rolling hills, elegant estates, sweeping green spaces, and a sense of peaceful seclusion that is genuinely hard to find. For a professional relocating from anywhere in the country, this corner of western Pennsylvania is an exceptional place to call home.

About Allegheny Country Club

Founded in 1895, Allegheny Country Club is a premier, family-oriented private club located in Sewickley, Pennsylvania, just 20 minutes northeast of downtown Pittsburgh. Nationally recognized for its tradition of excellence, the Club sits on 300 acres and serves a community of 560 member families across a rich array of year-round recreational and social amenities.

Our facilities include an 18-hole golf course, a historic clubhouse with multiple dining and event spaces, overnight accommodations, a fitness center, a pool and poolside café, extensive golf practice facilities, and of course, a thriving racquets program.

The racquets complex currently includes an indoor tennis building (1940) housing the pro shop, racquets office, and two Rebound Ace Grand Slam courts that double as four pickleball courts, four outdoor Har-Tru HydroGrid tennis courts, and a paddle tennis complex with a modern warming house and an elevated 180-degree view of four paddle courts. Current programming spans junior tennis and paddle clinics, junior camps, cardio tennis, men's nights, paddle clinics, and pickleball open play. Active teams include a women's PTL team, junior tennis team, and sixteen paddle teams (eight women's, eight men's).

About Allegheny Country Club Racquets

No club in Western Pennsylvania has a racquets history as strong as Allegheny Country Club. Over the past century-plus, the Club has hosted two Davis Cup Matches (1914, 1921), the 1940 East-West Matches, and the 1946 Pro-Masters Tennis Tournament. Some of the best players in the game's history have graced our courts over the years, including 15 members of the International Tennis Hall of Fame, like Bobby Riggs, Bill Tilden, and Don Budge. Our members and professionals have

played in Grand Slam Championships and represented the United States on the Davis Cup team throughout the 20th and 21st centuries. We are immensely proud of the history our racquets program has accomplished over the last 130-plus years.

The Opportunity

The Director of Racquets is the Club's lead ambassador for all racquets sports — a visible, energetic presence who brings people together through exceptional programming, expert instruction, and genuine hospitality. Reporting to the General Manager and working in close consultation with the Racquets Committee, this leader is responsible for every dimension of the racquets program: its people, its facilities, its culture, and its future.

This is an ideal position for an experienced racquets professional who is as comfortable on the court with a nervous beginner as they are presenting a departmental budget. The incoming Director will inherit strong programming foundations and a membership that is deeply engaged in racquets sports and will play a pivotal role in bringing the new complex to life and will subsequently be responsible for the future growth of the program.

Looking ahead, ACC has embarked on an exciting new racquets complex project expected to be completed within two years. The centerpiece of the development will be a new racquets pavilion offering social gathering and food and beverage space, surrounded by Har-Tru tennis courts, hard-surface tennis courts, platform tennis courts, pickleball courts, and Padel courts. This is a rare opportunity to shape a world-class facility from the ground up.

Key Responsibilities

Culture

- Foster and model a culture of gracious hospitality and genuine care in every member, guest, and staff interaction within the Racquets Department.
- Maintain a highly visible, engaged presence during peak activity hours; devote meaningful time each week to playing alongside members of all skill levels — not as instruction, but as relationship-building.
- Uphold the Club's standards for presentation and ambiance; ensure all racquets facilities, courts, and common areas are impeccably maintained and exceed member expectations from a visual standpoint at all times.
- Enthusiastically promote participation across all racquets disciplines by bringing energy, creativity, and a member-first spirit to every program, event, and daily interaction.
- Actively solicit member feedback on programming, facilities, and the overall racquets experience; use that input to continuously elevate the quality of the program.

Leadership

- Serve as the primary staff liaison to the Racquets Committee; advise on rules, court etiquette, and programming; prepare meeting agendas, maintain accurate meeting minutes, and attend all applicable staff, management, and financial meetings.
- Consult with management on and enforce Club and departmental policies and procedures in a manner that is consistent, fair, and member-focused.
- Design and deliver a dynamic year-round calendar of tournaments, clinics, social events, leagues, and camps that drives participation and enriches the member experience across all ages and skill levels.

- Champion the racquets program through the Club's newsletter, website, email, and social media; collaborate with the Membership team on prospective member outreach including court demonstrations and program previews.
- Contribute to short- and long-range facility planning, including active collaboration on the new racquets complex development; partner with the Special Events Director on all racquets-related social and event programming.
- Engage with the broader racquets community (USPTA, PTR, APTA, and peer clubs) to stay current on industry trends, best practices, and emerging disciplines such as Padel

Team Building

- Foster a cohesive, motivated team culture grounded in accountability, service excellence, and shared pride in the racquets program.
- Recruit, hire, supervise, and evaluate all Racquets Department personnel, including assistant professionals and pro shop staff.
- Ensure appropriate staff coverage during all operational hours; schedule assistant professionals when the Director is unavailable so member service is never interrupted.
- Mentor and develop assistant staff, cultivating their technical skills, professional growth, and alignment with the Club's service philosophy.
- Coordinate junior programming, family events, and camp weeks in collaboration with other athletic departments, ensuring a seamless and enriching experience for junior members and their families.
- Champion increased alignment and collaboration with all department heads to ensure a seamless, integrated experience for Club members across all amenities.

Expertise

- Deliver high-quality private and group lessons and clinics for members of all ages and skill levels, maintaining a teaching philosophy consistent with the Club's values and traditions.
- Oversee all instructional programming led by the Assistant Director and seasonal staff professionals, ensuring consistency, quality, and a member-first approach across every offering.
- Advise members on racquet and equipment selection and care; perform racquet stringing and equipment repair.
- Manage all aspects of the racquets pro shop, including inventory curation, purchasing, sales, and day-to-day operations.
- Maintain current certifications and a high level of personal playing ability in tennis and paddle tennis; model the standard of play and professionalism the program represents.

Administrative

- Attend monthly finance meetings as part of the annual budget development process and maintain disciplined fiscal management of the Racquets Department throughout the year.
- Oversee court fee collection and all racquets-related revenue; coordinate with the Club's Accounting Department to ensure accurate and timely processing.
- Manage court scheduling and assignments for members and guests in accordance with established Club policies and procedures.
- Maintain thorough and organized records related to matches, tournaments, programming schedules, and departmental activities.
- Coordinate the collection and distribution of prizes and awards associated with all competitions.
- Adhere to all applicable federal, state, and local laws governing health, safety, and employment.

- Perform other appropriate duties as assigned by the General Manager.

Qualifications

- Bachelor's degree in Physical Education, Sports Management, or a related field strongly preferred.
- Minimum of five years' experience as a Director of Racquets, Director of Tennis, or Assistant Director of Racquets with a clear trajectory toward a director-level role.
- Experience in racquets retail, junior programming, and court maintenance.
- USPTA Professional Certification (or higher) or PTR Professional Certification (or higher).
- USPTA Platform Professional Certification (or higher).
- Working familiarity with pickleball and Padel is required. Candidates need not be expert-level players, but must understand the rules, culture, and programming potential of both sports and be prepared to guide and grow ACC's offerings in each as they continue to gain momentum with the membership.
- Demonstrated high-level playing ability in both tennis and paddle tennis.
- Outstanding interpersonal and communication skills with a genuine ability to connect with members, guests, and staff of all ages and backgrounds.
- A hospitality-first mindset with a demonstrable passion for elevating the member experience.
- Honest, ethical, collaborative, and optimistic — with the work ethic and professionalism to lead by example every day.

How to Apply

Candidates interested in joining the Allegheny Country Club team are invited to submit a resume and letter of interest electronically to:

Ashley Montgomery, Human Resources Director | amontgomery@alleghenycountryclub.net