

PORT WASHINGTON YACHT CLUB

Director of Racquets: Position Profile

About the Club

Founded in 1905, Port Washington Yacht Club is a member owned equity club on Manhasset Bay in Port Washington, New York. The Club serves about 420 member families and is known for its sailing heritage, a great summer camp for kids, the best sunset at a bar on the North Shore, and a vibrant racquet membership. Members describe the culture as engaged, positive and dedicated, and the Club is guided by the principles of good sportsmanship in sailing and racquets.

Racquets is one of the Club's most important departments and a major reason families join. About 250 adults play tennis, across 9 women's teams in 2 leagues and a men's tennis league. Approximately 150 adults play platform tennis, across 6 women's platform teams, and 8 men's platform tennis teams. Courts are busy, and team participation keeps growing.

Racquets Facilities

- Four outdoor tennis courts
- Four platform tennis courts
- Tennis building with covered patio
- New platform tennis hut, completed in 2026
- Online court reservation system

Position Summary

The Director of Racquets leads all aspects of the Club's tennis and platform tennis programs, for adults and juniors, year round. The Director is a hands-on teaching professional and a visible, approachable leader who builds strong relationships with members and families.

The Club is looking for someone who pairs strong teaching with excellent communication and organization. The right candidate runs the department ahead of the calendar, communicates clearly and professionally with a large and engaged membership, and takes full ownership of the junior and summer programs.

The ideal candidate will have a successful track record as a Director of Racquets or in a comparable director-level role at a club of similar size and complexity, preferably with at least two to three years of director-level experience. The Club will also consider an exceptional assistant or head professional with the teaching ability, leadership experience, communication skills and references to make a successful transition into a first director role.

Member Informed Priorities

Racquets committee members from both tennis and platform tennis shared detailed feedback that shaped this profile. They placed the most weight on organization and follow through, excellent written and verbal communication, strong teaching, ownership of the junior program, and the ability to resolve conflicts and create a positive member experience. They also want a long term hire who will grow with the Club.

Key Initial Priorities

- Run the season ahead of the calendar. Plan and publish each season without prompting from committees: kickoff letters with dates and rates, captain meetings, rosters, ball orders, court blocks for home matches and warmups, social event dates, and timely signup notices.
- Plan, organize, attend, and lead all racquets events throughout the year. This includes season kickoffs, boot camps, captain meetings, tournaments, interclub events, mixers, member socials, club championships, and special events. Ensure each event is properly planned, promoted, staffed, and executed.
- Communicate clearly and consistently. Write clear, well organized communications to the membership. Answer member questions directly and professionally, by email, text and in person. Handle concerns and disputes with tact and discretion.
- Manage scheduling, rosters, and skills trainings for adult league play, including improving the efficiency of weekly practice sessions and clinics for women's leagues
- Work with the tennis committee to make signups for weekend organized play simple, fair and easy to manage through the reservation system.
- Develop and lead effective team practices for adult and junior teams. Provide constructive feedback following interclub matches to help teams improve performance.
- Deliver high-quality instruction through private lessons, group clinics, and individual player development, helping members of all ages and skill levels improve their game.
- Build a dependable staff. Recruit, schedule and lead assistant and junior professionals with reliable coverage.
- Lead and manage all junior racquets programs, including the daily summer camp for ages 5–12, oversee multiple courts, campers, attendants, and junior pros. Manage staffing, scheduling, attendance, program structure, and parent communication. Develop lesson strategies and ensure high-quality programming and instruction.

Responsibilities

Leadership and Member Engagement

- Set the vision and culture of the racquets department, in line with the Club's tradition of good sportsmanship.
- Be visible and approachable on the courts, at events and around the Club.
- Work closely with the tennis and platform tennis committees.
- Welcome and orient new members, and balance the needs of new and longtime members as the program grows.
- Keep member information confidential and handle sensitive conversations with discretion.

Programming and Instruction

- Maintain an active personal teaching schedule and set high instructional standards across the staff.
- Run adult programming for both sports: clinics, boot camps, leagues, round robins, mixers, member guests, club championships and social events.
- Build a clear junior development pathway, from after school programs through summer camp and Intensive Tennis.
- Manage interclub team rosters and placements fairly and transparently.
- Review participation and member feedback each season and adjust programs.

Operations

- Manage court scheduling and allocation through the reservation system, balancing lessons, clinics, team play and open member play.
- Oversee court and facility maintenance with Club staff and committees.
- Order and manage balls and supplies for both seasons.
- Present a full season calendar at the start of each season and keep it current.

Staff Leadership

- Hire, onboard, train and schedule assistant professionals and seasonal staff.
- Conduct performance reviews and support staff development and career growth.
- Oversee staff scheduling and payroll, and make sure lessons and programs are covered.

Financial and Administrative

- Prepare and recommend the departmental budget. The General Manager owns the budget.
- Oversee lesson, clinic and program billing.
- Set and publish lesson and program rates with committees and Club management.
- Support racquets capital projects, including possible court and building upgrades.

Candidate Qualifications

- At least five years of teaching experience at a private club, with leadership experience as an assistant, head professional, or summer program director.
- Strong teaching and playing ability in tennis and platform tennis.
- Excellent written and verbal communication.
- Experience promoting programs and events through marketing, email communications, social media, and other digital platforms.
- Strong organizational skills and the habit of planning ahead.
- Maturity, confidence, discretion, and the ability to take feedback and work with a large, vocal membership.
- Experience running junior programs and summer camps.
- Experience hiring, scheduling and leading staff.
- Comfortable with court booking software, email, group messaging, spreadsheets and creating event flyers.

- RSPA certification in tennis and platform tennis (or equivalent).
- Current CPR and First Aid certification preferred.
- College degree preferred, not required.
- Availability to work weekends throughout the year, particularly during the busy summer season, as well as evenings and holidays.
- A record of stability and a desire to build a long career at one club.

Compensation and Benefits

Department:	Racquets
Reports to:	General Manager / COO
Position type:	Full time, year round
Anticipated start date:	April 2027
Base Salary:	$75,000-$85,000, commensurate with experience

Total compensation combines base salary, private lesson revenue, commissions from coaches, a share of the summer camp fee, and a performance bonus.

Benefits include:

- Health, dental and vision insurance
- Life insurance
- Retirement plan with employer match
- Paid time off
- Professional association dues
- Continuing education allowance
- Uniform allowance

How to Apply

Interested candidates should submit a current resume and a compelling cover letter outlining their relevant experience, leadership philosophy, alignment with the needs, culture, and expectations of the Port Washington Yacht Club and its racquets program. Completed resume packets should be sent to the email below and are due by Sunday, November 29th, 2026.

The cover letter and resume should be addressed to the PWYC DOR Search Committee.

Please save the documents using the following file-naming conventions:

- Resume: Lastname, Firstname - Resume
- Cover Letter: Lastname, Firstname - Cover Letter

Send materials to patricio@misitranoconsulting.com.