



TENNIS PRO SEARCH
club consulting experts

Duxbury Yacht Club Director of Racquet Sports (DoRS)

The Club

Located on Boston's South Shore, Duxbury Yacht Club was founded in 1875 and is one of the oldest yacht clubs in the United States. The Club has over 550 member families who are very active participants in the various activities of the Club. DYC offers tennis, platform tennis, golf, a pool complex, and a sailing/boating program.

The Core Value Statement of the Duxbury Yacht Club is as follows: *"The Duxbury Yacht Club is a family-oriented, committee-based, activity-focused club maintained principally through the volunteer efforts of its members. As a private club, we are organized and operated for the athletic, recreational and social use of our members. We are one club with one membership; all members have access to all facilities. The Club is committed to well-maintained facilities, to operating within a balanced budget, and to remaining affordable."*

The Club has 9 clay courts and 3 platform tennis courts and is interested in adding pickleball to its offerings. This year-round position represents a great opportunity to work in a beautiful location with an enthusiastic membership.

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 Chairs of Tennis Committee and Paddle Tennis Committee. The Club currently has no general manager position. The position is comprehensive and must ensure the successful achievement of the mission and objectives of Duxbury Yacht Club. The DoRS is responsible for all aspects of tennis, platform tennis and related activities for the tennis and platform tennis facilities. This will include programming and staffing. The Club is in the planning phase of a pickleball program, which would be under the purview of the DoRS. The DoRS is expected to be the leader of the facility by passionately promoting the games of tennis and platform tennis.

The Required Scope of Services

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

for hiring, training, discipline, and performance reviews. He/she is responsible for designing, planning, and implementing all racquet programming, including fun social events, competitive events, inter and intra club events, clinics, and instruction.

He/She will work on increasing platform tennis participation for existing members and create a dynamic program for prospective players to be attracted to a year-round racquets program. This effort will include promoting and developing dynamic junior tennis and platform tennis programs and developing local interclub matches for both tennis and platform tennis.

The DoRS will oversee DYC staff in setup, maintenance and breakdown of the tennis courts each season. The DoRS will work and consult with the West Campus Property Manager to ensure all 9 clay and har-tru courts and the 3 platform tennis courts are properly maintained. The DoRS will own, operate and maintain the inventory of racquets, paddles, string, 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 some weekends and holidays during the busy season.

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 such other services as 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:

- A minimum of 3 years of 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.
- Instructor certifications by an accredited teaching organization in both tennis and platform tennis (if not currently certified must commit to become certified within three months of the start of term).
- 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 speaking and written communication skills.
- Organizational, financial and managerial skills, possessing a working knowledge of member owned club budgeting and accounting practices. Computer skills helpful.

Personal Qualifications

- Strong character and values.
- Exhibit high ethical standards and an appropriate professional image.

- Positive attitude, responsiveness, and passion for member service.
- Enthusiasm and encouragement 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 Duxbury Yacht Club.
- A minimum level of 11 UTR or 5.0 NTRP tennis playing competency, and comparable paddle skills.
- Understanding and commitment to developing juniors.
- Commitment to substantial, daily on-court play and teaching for both tennis and paddle programs.
- Flexibility to growing and developing a pickleball program in the near future.
- Strong knowledge of clay/har-tru court management and maintenance.

Essential Job Functions

- Serve as a passionate ambassador of Duxbury Yacht Club racquet sports programs across the Club 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 an essential element of success.
- Observe and abide by the Club rules as established by the Board of Directors of the Club and the Tennis and Paddle Committees and 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 Club wide tennis and paddle operation. Provide members and guests with an environment that meets the values of the Club.
- Be a strong “consensus builder,” recognizing the importance of having effective skills to reconcile differences and inspire solutions for a better operation and member experience.
- Through programming, create a community within tennis and paddle alike. 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, 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 (ie. round robins, mixed doubles).
- Run all tennis and paddle events. Manage Club Championship processes. Be present and participate at annual Prize Day.
- Responsible for hiring, training and scheduling seasonal and year-round teaching staff. Train/coach entire racquets staff to be knowledgeable and engaged in

promotion of events and in creating an appealing and fun environment at facilities. Make tennis and platform tennis facilities “the place to be” for Duxbury members.

- Provide tennis and platform tennis facilities oversight. Ensure proper maintenance of tennis and paddle courts. Manage day-to-day operations, as well as inspection and supervision of court maintenance and related equipment.
- Manage full financial processes of racquet sports. 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 into the Club’s accounting systems on a daily basis.
- Ensure accurate purchasing and recording sales of all merchandise. Manage and monitor tennis and paddle contract court times with the assistance of the committee chairs prior to the start of the season.
- Produce a written season-end report for review by the Tennis, Paddle, and Junior Committee that summarizes program highlights and recommends remedial actions required for program improvements.

Compensation

The compensation structure for this position depends on experience and is a market level package which meets industry standards.

The Selection Criteria

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

- Breadth and depth of experience as a racquet’s 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

It is the intent of the Club 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 and platform tennis programs. Submissions not meeting the requirements outlined above will not be reviewed, nor will any supplemental submissions be solicited or accepted.

If you are a qualified candidate and interested in this exceptional opportunity, please submit your resume, list of references (must include name, phone number, email and relationship to candidate), a cover letter summarizing the reasons why you feel that you are uniquely qualified for the Director of Racquet Sports position at Duxbury Yacht Club. Email a cover letter, resume, list of three professional references (not to include any NYC members) to mark@tennisprosearch.com no later than 6:00 p.m. on Sunday, August 18th. All correspondence should be addressed to Duxbury Yacht 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 Duxbury Yacht Club or Tennis Pro Search regarding this position. All inquiries regarding this position should be sent to mark@tennisprosearch.com.

Timeline

July 29	Outreach to industry network, job posting on industry sites, identify potential candidates
Week of August 19	Review applicant pool, identify suitable candidates
Week of August 26	Search Committee will select five candidates to interview
Week of September 2	Schedule interviews with selected pool of candidates
Week of September 16	Perform personal and on-court interviews
Week of September 23	Search Committee selects and makes an offer to top candidate
Week of October 7	Start of term