



## **Orienta Beach Club Director of Racquet Sports (DoRS)**

### **The Club**

Established in 1924, Orienta Beach Club is a non-profit, private, tennis, paddle, swim and beach club. Located in Mamaroneck, New York, the Club provides exceptional services and facilities with family-oriented social activities.

Club facilities include a recently renovated tennis area with ten hard-tru courts. OBC hosts a dynamic competitive and social tennis program for men and women and one of the strongest junior programs in the area. Tennis enthusiasts of all levels and ages have every resource necessary to hone their skills whether through lessons or group clinics. Other offerings include cardio tennis, a variety of competitive intraclub tournaments for all age groups and tennis socials. Our fully stocked Pro Shop offers apparel, shoes, rackets, and accessories.

OBC fields five women's teams that compete in the Metropolitan Interclub Tennis League (MITL) as well as one team in the Hudson Valley League (HVL). There are three men's teams in the Westchester County Tennis League as well as one men's team in the Sound Shore Tennis League.

The newly renovated Platform Tennis complex at Orienta Beach Club is comprised of four heated and lighted courts designed for day and evening play in all weather conditions, and a beautiful warming hut that provides a venue for watching all the action on the courts.

Orienta Beach Club currently fields three men's teams that compete at all levels in the Westchester Platform Tennis League (WPTL) and three women's teams that compete in the Metropolitan Interclub Platform Tennis League (MIPTL).

OBC also holds many clinics and social events for members during the course of the Paddle season, offering a mix of relaxed play in a convivial atmosphere and taking full advantage of the modern fireplace in our newly constructed Paddle Hut.

OBC also features three swimming pools overlooking the Long Island Sound, a perfect beachfront launch area for members' small watercraft, a seasonal ice skating rink, and a Children's Day Camp that is dedicated to providing educational and memorable experiences for our youngest members.

### **The Role**

The Director of Racquet Sports (DoRS) position reports directly to the General Manager and will work closely with the Tennis and Paddle Committee Chairs on a day-to-day basis. The position is comprehensive and must ensure the successful achievement of the mission and objectives of the Orienta Beach Club. Responsible for all aspects of tennis, platform tennis and related activity for the tennis and platform tennis facilities, including pickleball. This will include programming and staffing. The Director of Racquet Sports (DoRS) is a highly visible position requiring strong presence, leadership and communication skills with members and staff alike. The DoRS is expected to be the leader of the facility by passionately promoting the game of tennis and platform tennis.

### **The Required Scope of Services**

This is a full-time, year round position. Tennis courts must be ready for play as early in April as weather permits. The DoRS will oversee OBC staff in setup, maintenance and breakdown of the tennis courts each season. The DoRS will own, operate and maintain the inventory in the tennis Pro Shop. DoRS must maintain the Pro Shop and the facilities, keeping them neat, attractive and organized, consistent with standards of the Club and existing conditions. The DoRS is expected to be on-site for a considerable amount of this time, including weekends and holidays.

A successful Director of Racquet Sports at OBC will create a culture of member engagement, enthusiasm, and participation at all skill levels. The DoRS serves as the ambassador and pro for all OBC 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 events, clinics, and instruction.

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 swim and tennis 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.
- Proven track record of excellence in tennis/platform tennis instruction and programming.
- Ability to lead and direct a team of instructors and seasonal tennis shop staff, as well as to work alone as sole instructor for platform tennis.
- Ability to order merchandise and supplies for tennis shop and racquet sports activities.
- Ability to perform work at a high level with minimal supervision.
- High level of attention to detail and ability to multitask.
- Excellent speaking and written communication skills.
- Organizational and managerial skills.

### **Personal Qualifications**

- Strong character and values.
- Positive attitude, responsiveness, and passion for member service.
- Enthusiasm and encouragement on and off the court.
- Excellent human relations skills and the ability to work with all committees are of equal importance.
- 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 Orienta Beach Club
- A minimum level of 5.0 tennis playing competency, and comparable paddle skills.

### **Essential Job Functions**

- Serve as an ambassador of Orienta racquet sports programs across the Club and with colleagues.
- Train/coach entire tennis 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 Orienta members.
- Provide quality leadership and a positive, highly visible and engaging style. A genuine, accessible and approachable personality is an essential element of success. Responsible for hiring, training and scheduling seasonal tennis shop and teaching staff.
- Ensure that all fees for lessons, clinics, events and other programs are charged correctly and entered into the Clubs accounting systems (Jonas).
- Ensure for purchasing and recording the sales of all merchandise in the Pro Shop.
- Communicate programming effectively through emails, newsletter, posting on notice board, verbally from pro-shop and in person, and any other effective avenue.
- Plan regular meetings with GM, Tennis and Paddle Chairs and/or Committees as necessary to review how the Tennis and Paddle operations are functioning.
- In conjunction with the committees, develop a detailed calendar of events each year, balancing the number of events while driving attendance.
- Create a communication plan regarding inclement weather which is to be discussed with General Manager..
- Observe and abide by the Club rules as established by the Board of Governors of the Club (the "Board") and the Tennis and Paddle Committees and ensure that members and guests observe the rules and maintain good order in the tennis area of the facilities.
- Arrange for informal tennis and paddle match play when requested with reasonable advance notice.
- Monitor guest visits and submit daily charge vouchers for guest fees.
- 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.
- Be a passionate ambassador for the games of tennis and paddle with the ability to transfer that passion to each member of the staff.
- 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.

- Oversee operations and programming, with exemplary service and connectivity to members and staff.
- 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.
- Provide tennis and platform tennis facilities oversight and management of day-to-day operations, as well as inspection and supervision of court maintenance and related equipment.
- Develop, organize and manage both adult and junior programs to include clinics, coaching sessions, tournaments, intraclub ladder play, other organized activities. OBC youth compete in the boys’ and girls’ MITL leagues. The DoRS will ensure that the appropriate staff are present at intra and interclub (both home and away matches), providing feedback and coaching to junior members when needed.
- Provide private and group instruction at rates approved by the Club.
- Attend or designate a teaching professional to all home interclub league matches and provide feedback to team members.
- Produce a written season-end report for review by the Tennis and Paddle Committees that summarizes program highlights and recommends remedial actions required for program improvements.
- Oversight and management of the women’s team tennis and paddle programs including working with tennis committee chairs and captains to establish annual rosters (may include challenge playoffs), running and staffing weekly practices for each of the five teams, working with the captains to establish lineups, ensuring that court time and match hospitality has been arranged for each home match.

### **Compensation**

The compensation structure for this position was recently refined, resulting in a 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 racquets professional
- Degree of experience in similar settings
- Demonstrations of technical competence
- Ability to articulate a compelling vision for the future of the Club’s programs

### **Preferred Experience**

Possess working knowledge of tennis and platform tennis instruction and programming; exhibit high ethical standards and an appropriate professional image; possess working knowledge of member owned club budgeting and accounting practices. Submissions not meeting the requirements outlined above will not be reviewed, nor will any supplemental submissions be solicited or accepted.

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.

### **Credentials Submission**

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 Orienta Beach Club. Email cover letter, resume, list of three professional references (not to include any OBC members) to [patricio@tennisprosearch.com](mailto:patricio@tennisprosearch.com) no later than 6:00 p.m. on Sunday, October 28<sup>th</sup>. All correspondence should be addressed to Orienta Beach 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 Orienta Beach Club or Tennis Pro Search regarding this position. All inquiries regarding this position should be sent to [patricio@tennisprosearch.com](mailto:patricio@tennisprosearch.com).

### **Timeline**

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| October 9           | Outreach to industry network, job posting on industry sites, identify potential candidates                                   |
| Week of October 29  | Review applicant pool, identify suitable candidates  |
| Week of November 5  | Select 8-10 candidates to forward to committee for their review<br>Search Committee will select five candidates to interview |
| Week of November 12 | Schedule interviews with selected pool of candidates   |
| Week of November 19 | Perform personal and on-court interviews   |
| Week of November 26 | Search Committee selects and makes an offer to top candidate   |