

DIRECTOR OF TENNIS PROFILE: FOOTHILLS TENNIS AND SWIMMING CLUB PALO ALTO, CA

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Foothills Tennis and Swimming Club, founded in 1954, is comprised of a membership of over 300 families. Their setting is casual, giving members an extension of their own backyard. The club boasts seven lighted tennis courts, a swimming pool designed for; young children and serious swimmers alike, a fitness center, an open-use kitchen, and a comfortable clubhouse.

Their heated 25-yard pool is the center of many activities, including swimming lessons, teams, laps, and adult clinics. The tennis program consists of USTA teams, Private and group lessons and mixers for all levels of play. Members in need of refueling can take advantage of their open-use kitchen, large barbecue grills, and summer snack bar. They can also round out their workout in the fitness room.

The Clubhouse is the perfect place to eat lunch, watch a game on TV, or relax with a good book on a comfortable couch. It's also ideal for parties and is available for rent year-round. Club social events range from crab feeds to wine tasting to buffets with live music, and everything in between.

The club has always been managed with a "do it yourself" philosophy and enthusiastic, helpful members. From the beginning, swim meets, tennis tournaments, dinners, parties, and work days have been directed and put into action by the members. Today, the same principles on which the Club was founded still apply, providing the family-oriented, action-minded atmosphere which makes this Club unique.

Members share a commitment to the values of the Club community:

- **Friendliness** – Members, guests and Club staff treat one another in a friendly, courteous manner
- **Participation** – FTSC relies upon volunteer effort to set the direction of its programs and to provide the array of activities that meet member's priorities. For this reason, and because friendships are made when people work together to further shared interests, we encourage members to become involved in helping plan and put on our social, swimming and tennis activities. Opportunities for involvement include working on single events, serving on standing committees (e.g., Tennis, Aquatics, Membership) and on the Board of Governors.
- **Good Sportsmanship** – In all athletic activities, we place a premium on mutual respect among competitors and on the old-fashioned ideas that one should be modest in victory and gracious in defeat. We cheer for our own teams, not against our opponents.
- **Financial Prudence** – Careful management of its physical and monetary resources, based upon long-range plans ratified by membership, allows FTSC to offer quality programs in attractive premises at a reasonable cost to members.

Club Facts:

- Total Memberships Foothills: 324 families
- Gross Dollar Volume: \$1,700.00

Please visit the website at: www.foothills-club.org

Foothills Tennis and Swimming Club Director of Tennis Position Description

Foothills Tennis and Swimming Club is looking for a Director of Tennis (“DoT”) who will bring the department to the next level by expanding social and competitive programs to meet the ever-changing needs and demands of their membership. This includes men, women and juniors.

The DoT position is comprehensive and must ensure the successful achievement of the mission and objectives of Foothills Tennis and Swimming Club. Responsible for overall operation of the department, including the tennis, programming and staff. The DoT is a highly visible position requiring strong presence, leadership and communication skills with both members and staff. The DoT is expected to be the leader of the program by passionately promoting the game of Tennis. These traits must resonate through his/her team to do so as well. Foothills Tennis and Swimming Club employs a loyal, professional and accomplished management team and wishes to complement the excellent group already in place. The working environment of the organization is one of professionalism and respect, and the Club prides itself on the positive relationships it maintains with its staff.

Under the direction of the General Manager, and in coordination with the Tennis Committee, the DoT administers the policies, procedures and programs of Foothills Tennis and Swimming Club relating to Tennis.

The general roles and responsibilities of the DoT will be to deliver a range of services customarily provided by an Elite USPTA/PTR professional. These services will include, but are not be limited to:

- Ability to be a passionate ambassador for the game of tennis and to require the same from each member of the tennis staff.
- Assure a consistent, efficient, and seamless daily operation of Club-wide tennis operations; provide members and guests with an environment that meets the values of the Club.
- Be a strong “consensus builder,” and having effective skills to reconcile differences and inspire solutions for a better operation and member experience.
- Enthusiastically encourage member participation by planning events to promote the sports and fellowship in the Club. Organize, schedule and manage tournaments, clinics, round robins, social events, and other tennis related activities to maximize members’ access to and enjoyment of the tennis facilities.
- Create a comprehensive events and activities program to include social, competitive and instructional programming for all levels.
- Oversee departmental programs and services to meet budget objectives and exceed member satisfaction.
- Document and report to the Tennis Committee successful and/or unsuccessful programs to be used as a reference tool in future event and calendar planning.
- Create a teaching philosophy in line with the Club’s values and traditions. Implement that philosophy throughout the tennis instructional programs.
- Provide private and group lessons to both adults and children, as well as oversee lessons taught by all staff professionals.
- Provide organizational and structural support for the league team tennis practice and play.
- Play tennis and provide instruction to members of varying skill levels to encourage skill development and relationship building. Hours will be limited to ensure ample time for effectively administering the department.
- Implementation of a top notch junior program that meets the demand of all junior abilities. This should be a comprehensive, creative and innovative program from grass roots to high performance. Be proficient with the “USTA 10 and Under” initiative on how to instruct children.
- Coordinate instruction, competitive playing, and team opportunities for a large and active group of juniors.
- Oversee department POS operations to ensure accurate member billing and accurate sales/activity reports.
- Attend all Senior Staff, Tennis Committee and some sub-committee meetings. Responsible for drafting the Tennis Committee agendas in coordination with the General Manager and respective Committee Chair.

- Supervise all teaching professionals and seasonal interns (staff size of approximately 4).
- Manage all staff scheduling.
- Conduct regular staff meetings within the tennis department to ensure effective communications.
- Responsible for the selection, development, and coaching of all department staff.
- Prepare tennis promotional items and event results for the website, Club bulletin and e-blasts.
- Responsible for the annual budget process, monthly financial performance and weekly payroll management. The Tennis budget currently exceeds \$250,000.
- Work in tandem with the Club's highly regarded Maintenance Staff.
- Enforce all the Club's Rules and Regulations governing use of the facilities, equipment, dress code and sportsmanship as set forth by the Club.

The following positions report to the Director of Tennis:

- 3 assistant professionals

Candidate Qualifications/Experience/Selection Criteria

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

- Breadth and depth of experience as a tennis 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

The ideal candidate should be an engaging and polished professional with a minimum of five (5) years of experience as a Director of Tennis in an equity club setting.

A resume indicating progressively more responsible positions and demonstrating experience in delivering both group and individual instructional programs to players of various age groups and skill levels. Additionally, the candidate should have a proven history of high ethical standards.

Of equal importance are exemplary communication (both written and spoken) and interpersonal skills and the ability to work with all committees. The candidate must possess a proven ability to attract, hire, develop and lead a high performing team of professionals while setting standards of performance appropriate to perpetuating the traditions and values of Foothills Tennis and Swimming Club.

The candidate will exhibit excellent organizational, technological and time management skills and have a 5.0 tennis playing competency. The candidate will have experience in developing and staging intra-Club and inter-Club team and events. The candidate should have considerable experience running and organizing successful women's and junior tennis programs.

In order to be successful, the DoT must have the following personal attributes:

- Can work well with others
- Has keen problem-solving skills
- Has a strong operational management record
- Is a mentor to others
- Is personally effective and organized
- Has the entrepreneurial spirit to create new programs and respect what currently works for their membership
- Is member focused, dedicated and delighted to meet the expectations and requirements of the members and their guests
- Possess high energy and genuine desire to interact actively with the membership on a professional and hospitable level
- Has strong time management abilities: concentrating efforts on the more important priorities; getting more done in less time than others; can attend to a broad range of activities and demands
- Enjoys public speaking

- Has personal character and charisma
- Is an industry talent leader; can assemble talented team members who work well together as a high-performance team
- Is respected by others
- Understand and lives the Foothills Tennis and Swimming Club culture

This position commences toward the end of September 2018.

Education and certification preferences: The ideal candidate will have earned a college degree with USPTA/USPTR Elite Professional Certification or higher.

Salary:

Salary is open and commensurate with qualifications and experience. The Club offers a health and dental benefit package and a Professional development budget.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. The deadline for applications is 5:00 p.m. Sunday, July 22^h, 2018.

Cover Letters and any correspondence should be addressed to Mrs. Cassie Lowry, COO/GM of Foothills Tennis and Swimming Club

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name Resume”

“Last Name, First Name Cover Letter”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter, [visit this page](#).

If you have any questions, please email Nan Fisher: nan@kkandw.com

[Click here](#) to upload your resume and cover letter.

Lead Search Executive:

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