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**Director of Tennis**

***The Field Club of Greenwich Mission***

The Mission of The Field Club of Greenwich is to be the preeminent racquets club in Greenwich

and a center for family life, entertainment and personal development.

***About The Club***

The Field Club of Greenwich was founded in 1908 by a group of gentlemen with the intention of forming a club that would be the center of family life. As the Greenwich Graphic reported in 1940, they wanted “to find a modest meeting place for people of moderate means.” Among the founders was Elon Hooker, who made a fortune in chemicals, George Dommerick, a leader in the financial world, and Colby Chester, who became president of General Foods. The group bought eleven acres of land for $18,000, and The Field Club of Greenwich was born.

The Field Club of Greenwich is a preeminent family racquetclub in the area, with amenities including tennis, squash, platform tennis, swimming, fitness center, and fine dining. The Club is a welcoming, family-oriented social club with an extraordinary spirit of camaraderie and good sportsmanship.

In 1943 Lester Cummings, a national squash champion, became head professional at the Field Club. Among other things, he invited pros to practice at the Club before their championship title matches at Forest Hills, and members flocked to the club to watch and be inspired. Meanwhile, their kids could suit up in their whites to play in tennis clinics with the likes of Rod Laver and Stan Smith. Over the next thirty years, this charismatic man would set the tone for good sportsmanship and become a Field Club legend.

The Field Club of Greenwich has a history of providing the finest in tennis, squash and platform tennis playing opportunities since its founding more than one hundred years ago. The Directors of Tennis and Squash provide a full curriculum of clinics and individual instruction for players of all ages and skill levels.

Members enjoy a gorgeous large pool including lap lanes, a diving board, and a fenced in baby pool. The Club recently completed the construction of a new squash building, with five international singles courts and a doubles court. The building hosts the Club’s pro shop as well as a Fitness Center. The Club offers fine dining year-round in both a formal dining room and a more casual grill room.

***Job Summary***

The Director of Tennis reports directly to the General Manager and the Tennis co-Chairs.  The selected candidate will possess exemplary people and interpersonal skills, have proven tennis operational skills and sound business acumen.  Proven skills with the marketing and promotion of play and activities are a requirement.  This individual will organize and direct all tennis activities, events, teams, exhibitions, tournaments, clinics and lessons. Effective communication skills are critical along with the ability to be clear, concise, positive, creative, energized and passionate about the tennis operation and the Club in general. Proficiency in budget preparation and management along with strong verbal and written communication skills are essential. The Director of Tennis is a highly visible position requiring strong presence, leadership and communication skills with members and staff alike. The selected candidate must be a strong player and an accomplished instructor of all levels of ability and ages.

This is a full-time year round position. With nine Har-Tru courts, five grass courts and three hard courts, the Club's tennis facilities are without comparison in our area. In addition to tennis**,** the Club has four platform tennis courts with an active paddle program. Platform tennis experience is a plus. The Club operates indoor lessons during the winter at two indoor courts very close to campus and is in the process of securing indoor courts on campus in the upcoming few seasons. The Director of Tennis works with the Pro Shop Manager in providing up to date merchandise and services. The Director of Tennis is expected to be on-site for a considerable amount of time, including weekends. The responsibilities of the Director of Tennis will include, but not be limited to:

* Provide quality leadership and a positive, highly visible and engaging style.  An honest, accessible and approachable personality is an essential element of success.
* Maintain a close working relationship with other club professionals.
* Ensure consistent, efficient, seamless daily operation of Club wide racquet programs and provide members and guests with an environment that meets the values of the Club.
* Oversee tennis operations and programming, with exemplary service and connectivity to members and staff.
* Enthusiastically encourage participation by planning events to promote the sport and fellowship in the Club.  Organize, schedule and manage tournaments, clinics, round robins, social events and other related activities for the benefit of the Club’s members.
* Provide tennis facility oversight and management of day-to-day operations, as well as inspection and supervision of court maintenance and related equipment.
* Hire, manage and retain assistant tennis professionals, and shop staff as required.  All such hires will be employees of the Club and compensated through the Club. All such hires must be approved, in advance, by the Club.
* Effectively communicate all programming, marketing and availability to membership.
* Develop an annual calendar of all tennis activities and applicable promotion materials throughout the year.
* Attend all staff and management meetings.
* Build and implement a top notch junior program that meets the demand of all junior abilities. This should be a comprehensive, creative and innovative program. Be proficient with the USTA 10 and under initiative on how to instruct children.
* Maintain adequate tennis inventory of quality merchandise of clothes, racquets, balls, stringing equipment, tennis shoes etc. in coordination with the Pro Shop Manager.
* Produce a written season-end report for review by the Tennis Committee that summarizes program highlights and recommends remedial action required for program improvements.
* Enforce all of the Club’s rules and regulations governing use of the facilities, equipment, dress - code and sportsmanship as set forth by the Club.
* Represent the Club in area professional tennis activities and at state or national tennis events with approval from the club.
* Develop annual operating and capital budgets, accurate member billing on a monthly basis.

Compensation: In addition to the direct compensation, the package includes medical, dental and life insurance benefits, vacation, and complimentary meals.

The ideal candidate should have a minimum of 5-10 years of experience as a Director of Tennis/Head Professional in a similar equity club setting. Platform Tennis instruction and programming experience a plus. Of equal importance are excellent human relations skills and the ability to work with all committees and management staff, ability to attract, hire, develop and lead a high performing team of professionals while maintaining standards of traditions and values of The Field Club of Greenwich. The candidate must be eligible to work legally in the United States and provide necessary documentation as proof of such eligibility.

Candidates must exhibit high ethical standards and an appropriate professional image and preferably have experience with working knowledge of member owned club budgeting and accounting practices; experience in club communications; and web site management.

Qualified candidates please submit a resume, cover letter to Tennissearch@fcofgreenwich.com

NO PHONE CALLS PLEASE