



Director of Racquets - Minisink Club

Minisink Club, founded in 1955, is a private swim and racquets club located in Chatham, New Jersey. Minisink offers 8 Har-Tru tennis courts, 4 platform tennis courts, and a new paddle hut built in 2017. The tennis program has 4 women's teams, 1 men's team, a competitive and recreational junior program, instruction as part of summer camp, and events. The paddle program has 5 women's teams, 4 men's teams, a rapidly growing junior program and events. Minisink has a very active program, with about 50% percent of families participating in our racquets programs. The club consists of over 330 families in all membership categories.

The Minisink Club Director of Racquets is responsible for providing a top notch racquets experience to all members via hospitality, innovative programming, embracing all skill levels, and timely communication & promotion.

- Create and be innovative in developing new programs to bring about greater involvement in our racquet programs, including the introduction of pickle ball.
- Enthusiastically encourage member participation by planning activities to promote paddle and tennis.
- Organize, schedule and manage clinics, social events, tournaments, round robins, etc.
 - At the start of each tennis and paddle season, create and distribute to membership a racquets program calendar that provides equal opportunities and value for both recreational and competitive players.
 - Coordinate all aspects of each offering. Identify and order all favors and prizes and order food/snacks and beverages for the larger, member paid events.
 - Create signups and teams (and a draw where applicable) for all events.
 - Promote events among members
 - Facilitate all events in an organized manner.
- Ensure the highest level of customer service and hospitality by overseeing or performing operational duties including racquets facilities being properly maintained; prompt response to all member communication/inquiries; timely & accurate billing of services; keeping racquets section of website current and up-to-date; monitoring & maintaining online court reservation software; and conducting in-person new member introductions.
- Maintain a visible presence during peak times of activity and devote a reasonable amount of time to play with members of all skill levels (e.g. Mens nights, friendly matches)
- Financial – oversee all billing for services, leagues and events. Monitor payroll for staff and independent contractors. Develop annual budget in conjunction with General Manager and club Treasurer. Monitor and provide reports on actual performance versus budget. Manage annual purchases of required equipment and supplies in line with annual budget

- Maintain accurate and organized financial records of all racquets related activities (lessons, clinics, events, etc) and provide regularly to the General Manager and/or Club Treasurer.
- Enforce club rules and procedures including adherence to club policy related to behavior. Escalate all issues, as necessary, to the General Manager.
- Inspect the courts and facilities on a daily basis prior to the start of play to ensure that all maintenance and grooming has been performed.
- Perform other appropriate racquets related tasks as may be assigned by the General Manager.

Please contact : jvazquez@minisinkclub.com - General Manager

The preferred qualifications for the position are:

- **Have a proven track record of success teaching women, men and juniors within the framework of group instruction, managing teams, private lessons and both social and competitive events.**
- **Proficiency in in Microsoft Office Suite and Club Management software.**
- **Strong organization, time management, and communication (verbal, written, listening) skills required.**
- **Experience in the management or operation of a retail establishment.**
- **We are an equal opportunity employer.**