



**The Merion Cricket Club
Haverford, PA**

**Assistant Paddle & Pickleball Professional
- Position Profile -**

Organization

Founded in 1865, The Merion Cricket Club located in scenic Haverford, Pennsylvania, is situated on Philadelphia's Main Line, approximately 7 miles outside of Center City. It's majestic and stately Frank Furness designed historic Clubhouse overlooks a sea of green known as the "Great Lawn" which hosts year-round sporting activities in tennis, cricket and croquet, including national and international competitive events. The Club offers an array of other sports on the Great Lawn including soccer, field hockey, softball and lawn bowling. Merion's extensive facilities also include indoor tennis courts, *eight pickleball courts* (4 indoor and 4 outdoor), a full service fitness center, *paddle tennis facility including four courts*, bowling lanes, men's and women's locker facilities, Pro Shop and singles/doubles squash courts. The Clubhouse is also home to exceptional facilities for member dining and social activities.

The Club just completed a multi-year, multi-million dollar Campus Master Plan expansion with substantial investments made in strengthening the racquets facilities, family-friendly facilities and health & wellness. The Club's fitness, squash and locker room facilities all saw significant upgrades while, most importantly, the Club added an outdoor resort-style pool and a new Platform Tennis complex boasting a spectacular pavilion overlooking four (4) new courts.

Position Profile

The Merion Cricket Club seeks the consummate professional to support our robust Paddle and Pickleball programs and work collaboratively with our accomplished team. Potential candidates will be among the best in the platform tennis industry and possess the appropriate combination of court skills, leadership, vision and initiative best suited to the needs of the Club. The expectation is that the next Assistant Paddle & Pickleball Professional will support the growth of these programs and provide exceptional member instruction.

Position Summary

Merion's team of talented and committed senior managers strives for excellence in all aspects of the Club's operations. The Assistant Paddle & Pickleball Professional will become an integral part of this cohesive team and will support the day-to-day operations of the Club's Paddle and Pickleball programs.

Key Position Attributes and Requirements:

1. An individual of high moral character who demonstrates the following qualities in both personal and professional settings: Integrity, Trustworthiness, Respect, Loyalty and Humility.
2. An excellent communicator who will instill The Merion Cricket Club 'Service Culture' while effectively collaborating with a team of talented professionals to provide world-class member experiences that is the Club's hallmark.

3. An extensive background in high-caliber Platform Tennis and Pickleball operations demonstrating a balanced approach to programming that will engage all paddle and pickleball playing constituencies and uphold the Club's mission of providing excellent programs for all levels of ability.
4. A career path marked with a logical progression of title and responsibility along with stability and tenure.
5. A highly visible, accessible and energetic professional with a charismatic and engaging presence for the staff and membership alike. Must possess a passion for teaching and a genuine interest in sharing your love of the sport with others.
6. Must be highly organized and possess strong programming and administrative skills, ability to prioritize tasks, anticipate needs and execute flawlessly.
7. Proactive and self-motivated in developing, executing and monitoring relevant Paddle and Pickleball programs and best practices to improve member engagement and member satisfaction.
8. Must maintain a robust presence both on and off court and be readily available to the Club's membership regardless of Paddle and Pickleball playing proficiency and serves as the ambassador to our playing constituencies.
9. Must be unencumbered by any outside commitments or endeavors that would result in less than 100% time and attention to the task at hand.
10. Ownership of key goal-oriented metrics, including: increasing member participation/engagement, program development, coaching and member satisfaction.

Application Instructions

Submission deadline is September 15, 2021. Interested candidates should send a resume and cover letter describing how their experience and qualifications align with the Position Profile and Key Position Attributes and Requirements.

Resume and cover letter should be sent to:

Greg Eger
Director of Paddle & Pickleball
The Merion Cricket Club
325 Montgomery Avenue
Haverford, PA 19041

or via email: geger@merioncricket.com

Selection Process

The Club will maintain open communication with all interested candidates who will be kept apprised as to timing related to the interview process.

It is expected that the successful candidate will be selected by September 30, 2021. The position is available immediately; however, the start date is open for discussion and will be largely determined by individual circumstances.



Director of Platform Tennis & Pickleball

- Job Description -

Position: Assistant Paddle & Pickleball Professional
Reports to: Director of Paddle & Pickleball

The Assistant Paddle & Pickleball Professional is responsible for supporting all aspects of the Paddle & Pickleball programs at The Merion Cricket Club with the assistance of the Director of Paddle & Pickleball.

The Assistant Paddle & Pickleball Professional shall participate actively in providing exceptional service, balanced programs and outstanding coaching for Club members and their guests while maintaining a professional posture at all times.

A. Essential Duties and Responsibilities:

1. Increase the number of members who participate in the Club's Paddle and Pickleball programs and use the Club's extensive facilities. Work with management, committees and individual members to implement new programs and uses of the facility to meet the needs of the members.
2. Supports programs from beginner through advanced instruction to enhance broad-based member participation. **Provides lessons and clinics relating to the techniques and strategies of Paddle and Pickleball** to members creating both opportunities for enjoyment of the game and/or facilitating improvement of playing ability to higher levels of proficiency.
3. Organizes, administers and officiates at tournaments, exhibitions and social events.
4. Ensures all Club members and guests receive courteous, prompt and professional attention regarding all of their Paddle and Pickleball needs.
5. Represents the Club in local professional Paddle and Pickleball activities.

B. Administrative:

1. Maintains an accurate record of all programs including lessons, clinics, camps, events, and tournaments.
2. Maintains and prepares an accurate listing of Paddle and Pickleball charges for the Member Billing Department.
3. Prepares and manages Club tournaments, holiday events and special events with the assistance of the Director of Paddle and Pickleball, Assistant Tennis Professional staff, Director of Athletics and Club personnel.
4. Supports the Director of Paddle and Pickleball in coordinating the Club calendar.
5. Maintains a high level of visibility at all major Paddle and Pickleball activities.
6. Assists members in finding opponents and partners.

C. Education/Experience:

- A minimum of two years prior experience as an Assistant Professional preferably at an upscale private club with diverse programs.
- Proven coaching skillset for players of all ages and playing level, adult development, junior development and performance development.

- Knowledge of and proficiency with all computer programs required to effectively and efficiently coordinate a robust Platform Tennis program and communicate with the membership and Club personnel.
- APTA certification, USPTA certification and/or USPTR certification and membership preferred.

D. **Competencies:**

1. Extensive training and experience in Paddle and Pickleball programming and coaching within an upscale private club environment.
2. An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image. Is discreet and behaves with a high degree of professionalism.
3. A well organized and self-directed individual with strong operation and leadership skills. Ability to use effective problem solving skills and make independent decisions when circumstances warrant. Must possess the ability to plan, organize, develop, implement and interpret the program, goals and objectives pertaining to the Paddle and Pickleball Department. Must possess the ability to seek out new program ideas and incorporate them into the existing Paddle and Pickleball programs.
4. An intelligent and articulate individual who can relate to people on all levels of an organization and possesses excellent written and oral communication skills. Must be able to communicate policies, procedures, regulations, reports, etc. to staff, members and guests.
5. Collaborative and able to create and sustain positive working relationships with co-workers and other staff.
6. A strong educator who is trustworthy and willing to share information and has the ability to inspire, coach, train, develop employees and serve as a mentor with the desire and ability to work with adults and children.
7. Provides exceptional member service and uses prompt and responsive follow-through. Asks questions to identify member's needs and/or expectations.
8. Ability and willingness to work irregular hours, late evenings, weekends and holidays when appropriate.
9. Knowledge of The Merion Cricket Club's policies, rules, regulations and guidelines and strict adherence to same.