

L'Hirondelle Club of Ruxton was established in 1872 and is the premier racquets club in the Baltimore area. The club offers its 650+ families a 31,000 square foot clubhouse with seating for over 300 guests in 4 separate dining areas, 4 private dining rooms, 15 har-tru tennis courts, and 7 paddle tennis courts (with 5 of the courts lined for pickleball), a tennis hut and a paddle hut. The club has a 4-lane duckpin bowling alley, and an Olympic size swimming pool. The Club has no golf course operations, which makes the tennis, paddle and pickleball programs the main focus of an active and enthusiastic membership.

**Job Title:** Director of Racquets

**Job Description:**

The Director of Racquets is one of the most important positions at L'Hirondelle as they are responsible for developing a program with the goal of achieving a high level of member satisfaction. The Director of Racquet is responsible for all aspects of the Club's tennis, paddle tennis and pickleball programs. This is a year-round position that reports directly to the General Manager with oversight from the Racquets Committee and the Board of Governors.

The Director of Racquets is responsible for providing tennis, paddle tennis and pickleball lessons, clinics and interclub practice sessions for all skill levels, the continued development and expansion of the junior's tennis and paddle tennis programs, working with the Racquets Committee to create a series of fun and creative events (member tournaments, round robins, drop-ins and other social events) for each tennis, paddle tennis and pickleball season that encourage member participation, the organization and management of events and the management of paddle tennis tournaments hosted by the Club. The Director of Racquets will manage all aspects of the pro shop including sales, maintaining proper inventory and racquet stringing.

**Duties and Responsibilities:**

- Ability to create programs comprising of lessons, clinics, events, and other social activities that generate a high level of member participation and enjoyment.
- Proven track record of developing or modifying existing tennis, paddle tennis, and pickleball programs to increase member participation.
- Ability to create a fun and energetic environment for the members and the staff that is based upon inclusiveness, positive interaction, and mutual respect.
- Manage all aspects of the day-to-day operations of the racquet programs.
- Desire to provide the highest level of member satisfaction through all aspects of the racquet operations.
- Maintain all racquet facilities in exceptional condition, including tennis courts, paddle tennis courts, tennis hut and paddle hut. Oversee the opening and closing of tennis courts and paddle tennis courts, the completion of annual maintenance and necessary repairs, and make recommendations to the Racquets Committee regarding potential capital improvements.

- Management of the tennis and paddle tennis pro shops including maintaining an appropriate inventory of racquets, paddle tennis racquets, pickleball paddles, tennis balls, paddle balls, pickleballs, apparel, shoes, and other accessories. The Director of Racquets or their staff will also provide racquet stringing for the membership.
- Work with the Racquets Committee to create a list of events for the tennis, paddle tennis and pickleball programs to encourage member participation of all skill levels.
- Work with Club's administrative staff to effectively communicate events, clinics, round robins, lessons, tournaments, and other social events to the members through all forms of communication including email, social media, phone, and verbal correspondence.
- Work with the General Manager and the Controller/CFO to create an annual budget that meets the requirements of the Board of Governors. The Director of Racquets is responsible for administering the budget and ensuring that the programs operate within the budget set for the programs while achieving a high level of member satisfaction.
- Recruit, train, and manage assistant teaching professionals, administrative staff, and tennis court maintenance staff.
- Oversee the billing of all lessons, clinics, merchandise, round robins, events, interclub leagues, and other social events. Ensure timely and accurate input of weekly payroll for all direct reports.

**Candidate Qualifications:**

Successful candidate will be highly motivated, passionate, organized, and a detail oriented professional with verifiable experience of being a successful leader. Candidate will have a career path marked with stability, educational growth with USPTA and a logical progression of title and responsibility (preferably in private clubs). Candidate must also have a strong work ethic, excellent communication skills, positive attitude, genuine enthusiasm for racquets and hospitality, astute financial acumen, and an accomplished tennis and paddle tennis player. USPTA/PTR Professional, PPTR and PPR certifications. College degree and college playing experience is a plus, but not required.

**Salary and Benefits:**

Salary commensurate with experience, excellent health and life insurance, 401K, paid vacation, and sick leave, proceeds from lessons and clinics, and receives all profits from pro shop inventories.

**Please email resume to:**

Michael Barron  
7611 L'Hirondelle Club Road  
Ruxton, Maryland 21204  
(410) 825-2400 ext. 103  
[mbarron@lhirondelle.com](mailto:mbarron@lhirondelle.com)