



## **DIRECTOR OF RACQUETS UPPER RIDGEWOOD TENNIS CLUB**

### **ABOUT THE CLUB**

Founded over 100 years ago and nestled amidst 30 acres of beautiful woodlands, the Upper Ridgewood Tennis Club ("URTC") features 15 har-tru tennis courts (6 lighted), 7 elevated, lighted platform tennis courts, and over 700 racquet sport-focused members. Other amenities include "The Court 16" bar, pro shop, brand new locker rooms, and a picturesque patio overlooking the property. URTC also hopes to break ground on the construction of 4 pickleball courts in 2026.

### **POSITION OVERVIEW**

Upper Ridgewood Tennis Club, located in Ridgewood, New Jersey is seeking a passionate and energetic leader as Director of Racquets. The ideal candidate possesses the interpersonal and on-court skills to attract, retain and meet the needs of our members and guests. He/she is expected to take the racquets program to the next level by expanding adult, junior, social, and competitive programs to meet the ever-changing needs and demands of the membership. He/she demonstrates knowledge and excellence in tennis and platform tennis, and enthusiasm for the club. The Director of Racquets is a full-time, year-round position. This position reports to the President and Vice President of the Board at URTC.

### **ATTRIBUTES**

- Demonstrates strong hands-on leadership, communication, and organizational skills; works well with others
- Is a mentor to staff and committees and can assemble/retain talented team members, including assistant pros, who work as a high performing unit
- Has the entrepreneurial spirit to create new programs while respecting what currently works at URTC
- Possesses high energy and genuine desire to interact actively with the membership on a professional and hospitable level on and off the court
- Willing to create a teaching philosophy in line with URTC's values and traditions and implement that philosophy throughout the racquets programs
- Candidate lives within approximately 30 minutes of URTC (or is willing to relocate within the first year of employment)
- Able to be present at URTC 6 days per week, including evenings as needed

## **QUALIFICATIONS**

- Bachelors degree or equivalent
- Minimum of 5 years teaching tennis and/or platform tennis, with proven experience teaching various ages and skill levels
- USPTA or PTR certifications in tennis/platform tennis, pickleball preferred
- USTA Safe Play certification preferred
- CPR/AED certification preferred
- Skilled in program development, team coaching, and running events
- Strong interpersonal and communication skills; member-focused and approachable
- Professional, organized, and reliable

## **ROLES & RESPONSIBILITIES**

### **Programming**

- Plan and manage tournaments, clinics, lessons, round robins, social events, and racquet-related activities to maximize member engagement for adult and junior members
- Develop and maintain instructional programming for all skill levels
- Support league teams with structured practice and play

### **Instruction**

- Develop a teaching philosophy that aligns with URTC's values
- Provide private and group lessons for tennis and platform tennis, ensuring quality instruction for both adults and juniors (Director of Racquets expected to be on court for lessons/clinics, in addition to assistant pros)
- Be open/qualified to provide pickleball lessons when/if courts are added at URTC
- Engage with members through play and instruction to foster relationships

### **Administration**

- Attend and participate in monthly Board meetings
- Assist in operating a quality pro shop
- Manage staff schedules and conduct regular team meetings
- Uphold club policies related to facility use, attire, and sportsmanship
- Prepare content for weekly club communications including newsletters and social media

### **Strategic Planning**

- Assist with long-term strategic planning for all racquet sports
- Collaborate with the Board and committees to identify club priorities
- Continually assess member needs and trends to inform strategic initiatives

## **Maintenance**

- Collaborate with the club's maintenance team to ensure top-quality court conditions
- Take a proactive approach to maintaining the courts and facilities

## **COMPENSATION**

- Director of Racquets will receive a competitive salary, commensurate with experience
- URTC will pay health benefit premiums on behalf of the Director of Racquets
- URTC will match Director of Racquets' annual contribution to an IRA Retirement Plan
- URTC will provide a salary for an assistant pro, as needed

***Interested candidates should send a resume and cover letter to Richard Ross, President of Upper Ridgewood Tennis Club, at [rich.a.ross@gmail.com](mailto:rich.a.ross@gmail.com).***