



Director of Tennis Lakewood Country Club

Founded in 1912, Lakewood Country Club is located in the highly desirable Lakewood/East Dallas Area, just minutes from downtown Dallas and White Rock Lake. The Club is an active, full service family country club, recognized as one of the premier clubs in North Texas. Lakewood features 68,000 square feet of clubhouse space which has recently been expanded/remodeled.



Lakewood Country Club Facts

- 1170 Members in all categories.
- Full/Golfing Member Initiation Fee \$75,000.
- Tennis Member Initiation Fee \$25,000.
- The Club has a total of 755 Tennis Eligible Members. (Full, Intermediate, Senior, Tennis Members)

- On a space available basis, the children of Social members are eligible to participate in the Junior Tennis Program.
- The Club has approximately 800 children under the age of 18.
- Average age of the Membership is 52.
- The Club has a full Membership with a substantial waitlist in all categories of Membership.
- Lakewood is a neighborhood club, meaning that a majority of the Membership resides within close proximity to the Club.
- The Club has 8.5 Hard Tennis Courts which were newly constructed in 2014/2015.
- The remainder of the Tennis Complex, including the Tennis Pro Shop are also newly constructed.
- Gross merchandise sales: approximately \$100,000.
- The Pro Shop is owned by the Director of Tennis.
- Gross lesson and league income is approximately \$500,000
- Structured activities (Intra Club Leagues, Tennis Competitions of Dallas/TCD, Metro, USTA Adult League and USTA Junior Tennis) account for a significant portion of the Club's Tennis Program.
- The Tennis operation is open and staffed seven days per week, 52 weeks a year.

Position Overview

Reports to: General Manager

Supervises: All staff in the Tennis Operations, Tennis Professionals, Assistant and Part-Time Professionals, Tennis Shop staff and Maintenance staff.

Job Knowledge, Core Competencies and Expectations

- Experience in the following skill sets is desirable:
 - Managing the Tennis Operations
 - Interpersonal/Customer Service
 - Staff Training, Mentoring and Development
 - Business Management
 - Merchandizing
 - Tennis Instruction
 - Tournament Operations
 - Playing Ability
 - Organizational/Leadership Skills
 - Highly visible in the day to day operations
 - Progressive and Innovative
 - Detail Oriented

Position Qualifications

Must be a Certified USPTA Professional, preferably an Elite Professional; should be a college graduate; should have extensive teaching experience; extensive playing experience; should have at least ten years of experience in similar positions as Director or Head Professional.

Job Summary

The Director of Tennis manages all tennis activities; supervises and coordinates the work of all professionals, shop employees, and court maintenance staff; formulates with the club management the yearly operating and capital budgets; implements and administers Tennis Committee directive and policies; reports violations of policies and club rules to chairman of Tennis Committee.

Job Tasks/Duties

1. Performs managerial duties as follows:
 - a. Establishes all operational procedures for professionals, maintenance, and tennis shop personnel.
 - b. Establishes the yearly operating and capital budget with management and with input from the Tennis Committee.
 - c. Formulates the instruction programs and event programs.
 - d. Formulates the yearly calendar of events for approval by the Tennis Committee.
 - e. Attends Tennis Committee meetings and gives direction in establishing short term and long term tennis plans.
 - f. Holds meetings with member associations to guide them in their goals and plans.
 - g. Hires, trains, promotes, and fires all employees.
 - h. Sets employee salaries and approves all salary changes.
 - i. Holds staff meetings to examine safety measures, procedure improvements, and personnel morale.
 - j. Approves all personnel disciplinary action.
 - k. Approves all personnel leave of absence.
 - l. Originates labor distribution, accident reports, and work and vacation schedules.
 - m. Formulates the annual master plan for the retail shop and tennis facility.
 - n. Enforce all club rules and regulations set forth by the governing Board or Tennis Committee.
2. Performs supervisory duties as follows:
 - a. Observes all work of tennis employees to insure that the work conforms to departmental quality standards.
 - b. Supervises the administration of on-going tennis programs and special events.
 - c. Observes all work done by outside contractors to ascertain that the work conforms to contractual agreements.
 - d. Inspects equipment and tools to insure proper condition.
 - e. Makes a daily inspection of the physical facility to insure that it conforms to departmental quality standards.

3. Performs technical and administrative duties as follows:
 - a. Conducts individual and group instruction and coaching.
 - b. Insures that all required forms are filled out for transactions, appraisals, leave of absence, incidents, and violations in conformance with club standards.
 - c. Coordinates with other departments for jobs to be performed in conjunction with other departments.
 - d. Contracts outside contractors and negotiates with them when work is to be performed by outside entities, with the General Manager's approval.

Salary and Benefits

Open and commensurate with qualifications and experience. The Club will offer a very competitive benefits packet.

Expressions of Interest

Please email:

rdt@lakewoodcc.com

Please include your resume and cover letter

No phone calls please