

## **DIRECTOR OF TENNIS PROFILE: ROUND HILL COUNTRY CLUB ALAMO, CA**

[Click here to view a brief video about this opportunity.](#)

Located in Alamo, California, Round Hill has been known for providing a world-class country club experience since 1961. Facilities include an 18-hole golf course and practice range, 15 tennis courts with lights for nighttime play, an 8-lane competition sized swimming pool heated for year-round usage, a well-equipped fitness center, and two oyster shell bocce courts with seating and shade. Private celebrations may be hosted at Round Hill by non-members, including weddings, business meetings, golf tournaments and fundraisers. The Club is conveniently located just one mile from Hwy. 680, between Walnut Creek and Danville.

Round Hill Country Club was originally founded in 1959 as a combination golf course and luxury housing community. The course was opened in fall of 1960, followed by the clubhouse, tennis facility and pool in 1961. Round Hill, a for profit private club, offers full service catering facilities to both Members and outside clients.

In August of 1996, Round Hill Country Club opened its 48,000-square foot clubhouse – the ultimate setting to entertain family, guests and clients. From an intimate dinner for two to a gala banquet for 400, Round Hill offers the same impeccable service and fine food that has satisfied its discriminating membership for over 40 years. Round Hill is now in the renovation phase of its 18-year old clubhouse and the completion date is scheduled in March of 2018.

Top professionals recognize Round Hill Country Club as one of the most complete tennis facilities in Northern California. There is a 4,000 square-foot tennis clubhouse, which features a 2,800 square-foot viewing deck to six of the nine upper courts; 15 championship tennis courts, all lighted for evening play; a Sports bar-type atmosphere open 7 days and nights a week with a fully stocked bar, food service, the latest tennis merchandise and 24-hour stringing service. Round Hill's Tennis Club attracts the Bay Area's most competitive and social tennis players, and it is certainly the most active and boasts over 60 intra club teams. All the teaching staff members at Round Hill Country Club are USPTA Elite Professionals. Round Hill's experienced professional staff has developed a complete calendar of activities and programs for all tennis levels and ages. Round Hill Tennis has hosted many prestigious tennis events and tournaments over the years, including USA vs. Romania Davis Cup in August 1973.

During Alamo summers, Member families also enjoy many relaxing hours in and around the state-of-the-art Aquatics Facility. Some initiate their children into Round Hill's renowned swim team program; others are avid lap swimmers. The pool remains open year-round.

The Fitness Center is enthusiastically received by the Membership. With its state-of-the-art equipment and certified staff, the Fitness Center is the perfect supplement to an active social Membership.

Round Hill's staff aspires to exceed expectations in every way by providing a full complement of social activities and unique events, which are all part of the magic of Round Hill Country Club.

### **MISSION STATEMENT**

A Premiere country club dedicated to and recognized for providing its Members, their Families and Guests with an exceptional experience.

## **VISION STATEMENT**

To be the most desirable full-service, family-oriented country club in the East Bay with a vibrant Membership, first class facilities and unsurpassed service offerings.

### **Club Facts:**

- Number of Club Memberships:
  - Total Memberships at Round Hill Country Club: 1390
  - Tennis Memberships: 300
  - Golf members who are active in tennis: 140
  - Total tennis playing members: 440
- Gross Dollar Volume \$15,000,000
- Food & Beverage Revenue: \$3,000,000
- Tennis/Racquet Revenue: \$700,000
- Rounds of Golf: Approximately 35,000

Please visit the website at: [www.rhcountryclub.com](http://www.rhcountryclub.com)

### **Round Hill Country Club Director of Tennis Position Description**

Round Hill Country Club is looking for a Director of Tennis (“DoT”) who will bring the department to the next level by expanding social and competitive programs to meet the ever-changing needs and demands of their membership. This includes men, women and juniors.

The DoT position is comprehensive and must ensure the successful achievement of the mission and objectives of Round Hill Country Club. Responsible for overall operation of the department, including the tennis and future pickleball courts, pro shop, programming and staff. The DoT is a highly visible position requiring strong presence, leadership and communication skills with both members and staff. The DoT is expected to be the leader of the program by passionately promoting the games of Tennis and Pickleball. These traits must resonate through his/her team to do so as well. Round Hill Country Club employs a loyal, professional and accomplished management team and wishes to complement the excellent group already in place. The working environment of the organization is one of professionalism and respect, and the Club prides itself on the positive relationships it maintains with its staff.

Under the direction of the General Manager/COO, and in coordination with the Tennis Committee, the DoT administers the policies, procedures and programs of Round Hill Country Club relating to Tennis and Pickleball.

The general roles and responsibilities of the DoT will be to deliver a range of services customarily provided by a Master or Elite USPTA/PTR professional. These services will include, but are not be limited to:

- Ability to be a passionate ambassador for the game of tennis and to require the same from each member of the tennis staff.
- Assure a consistent, efficient, and seamless daily operation of Club-wide tennis operations; provide members and guests with an environment that meets the values of the Club.
- Be a strong “consensus builder,” and having effective skills to reconcile differences and inspire solutions for a better operation and member experience.
- Enthusiastically encourage member participation by planning events to promote the sports and fellowship in the Club. Organize, schedule and manage tournaments, clinics, round robins, social events, and other tennis related activities to maximize members’ access to and enjoyment of the tennis facilities.
- Create a comprehensive events and activities program to include social, competitive and instructional programming for all levels.
- Oversee departmental programs and services to meet budget objectives and exceed member satisfaction.
- Document and report to the Tennis Committee successful and/or unsuccessful programs to be used as a reference tool in future event and calendar planning.

- Create a teaching philosophy in line with the Club's values and traditions. Implement that philosophy throughout the tennis programs.
- Provide private and group lessons to both adults and children, as well as oversee lessons taught by all staff professionals.
- Provide organizational and structural support for the league team tennis practice and play.
- Play tennis and provide instruction to members of varying skill levels to encourage skill development and relationship building. Hours will be limited to ensure ample time for effectively administering the department.
- Continue the development and implementation of a top notch junior program that meets the demand of all junior abilities. This should be a comprehensive, creative and innovative program from grass roots to high performance. Be proficient with the "USTA 10 and Under" initiative on how to instruct children.
- Coordinate instruction, competitive playing, and team opportunities for a large and active group of juniors.
- Oversee a high-quality merchandise and retail operation in the Club's Tennis Shop, representing the desires and expectations of the members.
- Manage Bar and food service at the tennis clubhouse.
- Oversee department POS operations to ensure accurate member billing and accurate sales/activity reports.
- Attend all Senior Staff, Tennis Committee and some sub-committee meetings. Responsible for drafting the Tennis Committee agendas in coordination with the General Manager and respective Committee Chair.
- Supervise all teaching professionals, pro shop staff, and seasonal interns (staff size of approximately 12).
- Manage all staff scheduling.
- Conduct regular staff meetings within the tennis department to ensure effective communications.
- Responsible for the selection, development, and coaching of all department staff.
- Prepare tennis promotional items and event results for the website, Club bulletin and e-blasts.
- Responsible for the annual budget process, monthly financial performance and weekly payroll management. The Tennis budget currently exceeds \$700,000.
- Work in tandem with the Club's highly regarded Tennis Maintenance Staff.
- Enforce all the Club's Rules and Regulations governing use of the facilities, equipment, dress code and sportsmanship as set forth by the Club.

The following positions report to the Director of Tennis:

- 6 assistant professionals
- Merchandiser
- Shop staff

### **Candidate Qualifications/Experience/Selection Criteria**

The primary selection criteria to be used in evaluating a candidate will include:

- Breadth and depth of experience as a tennis professional
- Degree of experience in similar settings
- Demonstrations of technical competence
- Ability to articulate a compelling vision for the future of the Club's programs

The ideal candidate should be an engaging and polished professional with a minimum of five (5) years of experience as a Director of Tennis in an equity club setting.

A resume indicating progressively more responsible positions and demonstrating experience in delivering both group and individual instructional programs to players of various age groups and skill levels. Additionally, the candidate should have a proven history of high ethical standards.

Of equal importance are exemplary communication (both written and spoken) and interpersonal skills and the ability to work with all committees. The candidate must possess a proven ability to attract, hire, develop and lead a high performing team of professionals while setting standards of performance appropriate to perpetuating the traditions and values of Round Hill Country Club.

The candidate will exhibit excellent organizational, technological and time management skills and have a 5.0 tennis playing competency. The candidate will have experience in developing and staging intra-Club and inter-Club events. The candidate should have considerable experience running and organizing successful women's and junior tennis programs.

**Education and certification preferences:** The ideal candidate will have earned a college degree with USPTA/USPTR Master Professional or Elite Professional Certification.

**Additional preferred experience:** The successful candidate will possess a high level of proficiency in both playing and teaching the sport of Pickleball, and have knowledge of other small court racquet sports.

In order to be successful, the DoT must have the following personal attributes:

- Can work well with others
- Has keen problem-solving skills
- Has a strong operational management record
- Is a mentor to others
- Is personally effective and organized
- Has the entrepreneurial spirit to create new programs and respect what currently works for their membership
- Is member focused, dedicated and delighted to meet the expectations and requirements of the members and their guests
- Possess high energy and genuine desire to interact actively with the membership on a professional and hospitable level
- Has strong time management abilities: concentrating efforts on the more important priorities; getting more done in less time than others; can attend to a broad range of activities and demands
- Enjoys public speaking
- Has personal character and charisma
- Is an industry talent leader; can assemble talented team members who work well together as a high-performance team
- Is respected by others
- Understand and lives the Round Hill Country Club culture

This position commences toward the end of 2017

**Salary:**

The compensation package will be very competitive for the right candidate. The position comes with competitive retirement, health benefits, vacation, and an industry educational budget.

**INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. The deadline for applications is 5:00 p.m. Sunday, October 08, 2017.

**Cover Letters and any correspondence should be addressed to Mr. Greg Gonsalves, COO/GM of Round Hill Country Club**

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name Resume”

“Last Name, First Name Cover Letter”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter, [visit this page](#).

If you have any questions, please email Nan Fisher: [nan@kkandw.com](mailto:nan@kkandw.com)

[Click here](#) to upload your resume and cover letter.

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