DIRECTOR OF TENNIS OPPORTUNITY AT THE OLYMPIC CLUB

The Olympic Club (OC), of San Francisco, CA, one of the most prestigious private clubs in America is seeking to place a highly capable professional with strong leadership experience as the Director of Tennis (DOT). A positive, innovative and energetic approach to The Olympic Club’s programming and duties is essential. In addition to the future DOT’s leadership and teambuilding skills, a focus on competitive, social and family activities for all levels of players is paramount. The candidate must be able to demonstrate proven written and verbal communication skills. A Visible, outgoing, enthusiastic individual who has authentic enjoyment for member engagement, and building member relationships is critical.

Click here to view a brief video about this opportunity.

ABOUT THE OLYMPIC CLUB

Established on May 6, 1860, The Olympic Club enjoys the distinction of being one of America’s oldest athletic clubs. Long a West Coast powerhouse in amateur sports, the Club is the home of many local, regional, national and international champions.

In 1860, The Club was founded with 23 charter members, and has grown to a membership of over 11,000. Olympians enjoy access to two historic clubhouses in San Francisco: City Clubhouse, near Union Square, and Lakeside, adjacent to the Pacific Ocean and Lake Merced.

Built in 1912 after the 1906 earthquake and fire destroyed the original building, the City Clubhouse was restored to its original glory in 2006. The clubhouse features a fitness center, group fitness classes, handball and squash courts, two basketball courts, two swimming pools, hotel rooms, three dining facilities, 18 guest suites and two bars, in addition to other amenities.

In 1918, the Club assumed operations of the Lakeside Golf Club, giving members a second clubhouse. Ever since, golf has played a prominent role in the Club’s history. The OC has hosted five U.S. Open Championships plus many more professional and amateur events with a remarkable lineup of prestigious events in the coming years, including the 2021 U.S. Women’s Open, 2025 U.S. Amateur Championship, 2028 PGA Championship and 2032 Ryder Cup. In addition to three golf courses, Lakeside is home to a tennis facility with clubhouse, eight tennis courts (6 hard and 2 clay), a fitness room, two dining facilities and two bars, as well as other amenities.

THE OLYMPIC CLUB BY THE NUMBERS:

- $65M Total Revenue
- $350,000 Tennis operations budget
- Average age: 41

THE OLYMPIC CLUB WEBSITE: www.olyclub.com

DIRECTOR OF TENNIS – POSITION OVERVIEW

The Olympic Club is looking for a highly respected DOT to lead the Club to national prominence. The new DOT will bring the department to the next level by energetically expanding adult, junior, social and competitive programs to meet the ever-changing needs and demands of The Olympic Club’s membership.
The DOT position is comprehensive and must ensure successful achievement of the mission and objectives of The Olympic Club. Understanding competition from a playing and coaching side is essential while cultivating an environment of fun, energy and enthusiasm for the sport. The successful candidate will be responsible for overall operation of the Tennis Program, including tennis, pickleball, 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 Tennis program by passionately promoting the game. These traits must resonate through all staff.

The Olympic Club employs a loyal, professional and accomplished tennis staff and wishes to continue this tradition. The working environment at The Olympic Club is one of professionalism and respect, and The Olympic Club prides itself on the positive relationships it maintains with its staff.

Under the direction of the Lakeside Club Director, and in coordination with the Sports and Tennis Committee, the DOT administers the policies, procedures and programs of The Olympic Club relating to all racquet sports.

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 will not be limited to:

**Leadership**
- Be a passionate ambassador for the sport of tennis; instilling the same in the staff
- Assure consistent, highly ethical, efficient and seamless daily operation of club-wide tennis operations; provide members and guests with an environment that meets the values of The Olympic Club
- Oversee departmental programs and services to meet or exceed member satisfaction
- Supervise, lead and mentor all teaching professionals, pro shop staff and seasonal interns (staff size of approx. 8)
- Work in tandem with The Olympic Club’s highly regarded grounds maintenance staff, providing guidance

**Programming**
- 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 comprehensive events and activities for adults and juniors to include competitive, social and instructional programming for all levels, and other events/activities deemed to enhance the tennis experience at the Club
- Provide organizational and structural support for league team tennis practice and play. Provide a fair and equitable system for teams to be organized and governed
- Develop a pickleball program to include socials, tournaments and instruction
- Coordinate and operate a junior summer camp for members

**Administration**
- 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 Lakeside Club Director and respective Tennis Committee Chair
- Operate a high-quality merchandise and retail operation in the Olympic Club’s Tennis Shop, ensuring product expectations are met
- Manage all staff scheduling and development
- Conduct regular staff meetings within the Tennis operation to ensure effective communications
- Enforce all of The Olympic Club’s Rules and Regulations governing use of the facilities, equipment, dress code and sportsmanship as set forth by The Olympic Club
- Prepare tennis promotional items and event results for The Olympic Club’s website, bulletins, e-blasts, etc.
- Oversee the annual budget process, monthly financial performance and weekly payroll management
- The following positions report to the DOT:
  - 4 assistant professionals
  - Merchandiser/Pro Shop Manager
  - Pro Shop staff
  - Maintenance personnel
Instruction

• Develop and implement a teaching philosophy that embraces The Olympic Club’s values and traditions; incorporate standardized teaching methodologies as appropriate
• Provide an appropriate amount of private and group lessons to both adults and children; oversee lessons taught by all professionals
• Play tennis and provide a limited amount of instruction to members of varying skill levels to encourage skill development and relationship building

Junior Tennis

• Develop and implement a high-level and respected junior program that meets the demand of all junior abilities. The Program will include social and competitive activities and be comprehensive, creative and innovative for all levels
• Proficient in the “USTA’s 10 and Under” initiative on teaching protocol and ensure the staff is trained and following protocol
• Coordinate instruction, competitive playing and team opportunities for all juniors

EXPERIENCE, QUALIFICATIONS, CERTIFICATION AND SELECTION CRITERIA

• A minimum of 5 years of progressive leadership/racquets management experience in (preferably) a private member-owned country club with multi-dimensional operations, or leading racquets operations outside of the club industry in a similar hospitality operation.
• A head professional or first assistant at an extremely successful club and tennis program will be considered.
• The successful candidate will possess a high-level of proficiency in both playing and teaching the sport of tennis and ideally has played high level collegiate tennis or greater.
• 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.

Experience

• Motivator and leader who can bring out the best in his/her staff by setting clear goals and expectations, holding them accountable for outcomes by providing consistent feedback and support through respectful interaction and professionalism
• 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 The Olympic Club
• History of innovation and a champion of new ideas, programs and initiatives; looking to consistently improve member experiences and operational efficiency
• Verifiable strength in working closely with boards, committees and other key contributors to developing and executing the club’s vision
• Exemplary communication (written and spoken) and interpersonal skills; ability to work with committees
• Exhibit excellent organizational, technological and time management skills

Qualifications and Personal Attributes

• Member focused; delighted to meet the expectations and requirements of members and their guests
• Possess high energy and genuine desire to interact actively with the membership in a professional manner
• Has personal character, charisma and works well with others
• Understands The Olympic Club’s values and exemplifies The Olympic Club’s culture
• Strong operational management record and keen problem-solving skills
• Entrepreneurial spirit to create new programs while respecting current desires and traditions
• Strong time management skills given broad range of activities and demands

SALARY AND BENEFITS
Salary is open and commensurate with qualifications and experience. The Club, along with the typical senior staff benefits, offers an excellent bonus and benefit package.

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.

Preparation of a thoughtful letter of interest and alignment with the above noted expectations and requirements is necessary. Your letter should be addressed to Mr. Tim Muessle, General Manager/COO, and clearly articulate why you want to be considered for this position at this stage of your career and why The Olympic Club and the San Francisco Bay area will be beneficial to you, your family, your career, and the Club if selected.

Your interest in this role must be communicated in the above manner no later than March 26, 2020 and preferably sooner or the applicant will be rushed to perform additional application prerequisites. Interviews are expected to occur in mid-April with the new DOT assuming his/her role in a reasonable amount of time thereafter.

IMPORTANT: Save your resume and letter in the following manner:
“Last Name, First Name - Resume”
“Last Name, First Name - Cover Letter - The Olympic Club”
(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. If you have any questions, please email Patty Sprankle: patty@kkandw.com

Click here to upload your resume and cover letter.

LEAD SEARCH EXECUTIVE:

Len Simard, Search Executive
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