



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.