



Position:

Head Paddle & Tennis Professional

Club Information:

The Town Club has a rich history of serving members from, in and around the Milwaukee area. Founded in 1901, it is very well regarded as a premier, recreational, family-oriented, private club that is located on the North Shore (Fox Point) of Milwaukee, WI. "It's a place for good family fun...it's a place to stop in for good food, tennis, swimming, paddle and pickleball...it's a place for good companionships and good friends."

The Town Club facilities include:

- 4 platform tennis courts with warming house and deck
- 18 outdoor tennis courts, of which 15 are HAR-Tru clay, and a Pro Shop
- 2 pickleball courts on our hard tennis courts
- 2 outdoor swimming pools with an accompanying pool house, snack bar, and outdoor fireplace
- A full club house facility featuring both formal and informal dining rooms, an outdoor patio, a bar room, game room and locker rooms

The Club offers an unsurpassed tennis program that caters to players of all ages and abilities. The program offers clinics, lessons, guest days, social events and tournaments. Led by USPTA Master Professional/PTR Professional Rick Vetter, our Jr. Program is quickly becoming 'The' developmental program in the state of Wisconsin. The Milwaukee Tennis Classic, sponsored by Marquette University, has selected The Town Club as co-host of its annual invitational tournament.

The Town Club's paddle facility is fabulous, with four lighted and heated platform courts. The newly refurbished warming house is complete with fireplace, kitchen features and new deck. The paddle program is the most well-known and robust in Wisconsin with men's and women's league play, social events and tournaments. The club has hosted every state platform tennis championship since 1977.

The swim program offers the children of the Club the ability to participate in swim and dive lessons, weekly swim and dive meets against other area clubs and synchronized swimming. Families also enjoy organized pool games, movie nights and pool parties during the summer months. A snack bar allows the membership to enjoy a meal poolside.

Numerous social functions and private parties fill our indoor and outdoor dining facilities throughout the year. Annual events include: Court Ball, Lobster Boil, Holiday Folly, Gingerbread House Party, Pumpkin Party and more. The Marion Coffey Room and Windsor Room are available for more intimate gatherings (seating 55 and 36, respectively). The informal Grill Room is a member favorite for Friday Fish Fries and casual dining with family and friends.

The Town Club is dedicated to providing an exceptional experience to our members and their guests throughout the year.

Position Description/Profile:

The Town Club is seeking a Head Paddle & Tennis Professional. This is a full-time position for leading the paddle program from Labor Day to Memorial Day and supporting the Tennis Director as the Head Tennis Pro during the summer tennis season.

Duties/Responsibilities:

- Promoting, coordinating and attending the weekly Intra-Club Paddle League for Women (currently Monday night) and for Men (currently Wednesday and Thursday nights)
- Developing and directing the junior paddle program, including junior clinics and lessons
- Assisting in the operation of special events/social mixers related to the paddle and tennis programs
- Promoting and growing the Club's paddle and tennis program, increasing player abilities, increasing membership participation, and encouraging guest participation and new membership
- Providing paddle lessons and drills for all groups and all levels of players
- Maintaining attendance records, necessary administrative paperwork and all paddle teaching equipment
- Ensuring the paddle and tennis needs of all members are met with courtesy, promptness and professionalism, fostering a life-long love for paddle and tennis
- Assisting in organizing and leading Club paddle tournaments
- Administering the paddle pro shop, including charging members, overseeing court reservations and enforcing the bylaws and the rules governing the use of the Club facilities
- Performing and assisting in the operations and maintenance program with the Maintenance Manager for the paddle courts and paddle hut facilities
- Preparing the preliminary yearly operating budget for paddle; working with paddle committee co-chairs, the General Manager and the executive committee to prepare the final budget; monitoring and taking corrective action as necessary to assure that expenditures do not exceed budget
- Promoting the history and traditions of the Club while initiating new policies and procedures where appropriate to further advance the paddle program
- Continuing to acquire knowledge in the latest trends of racquet sports and member activities by reading trade publications, attending seminars and furthering education supported by the Club
- Promoting and facilitating hospitality, friendliness, and goodwill among members, guests and staff
- Observing all safety and security procedures, using equipment and material properly, and reporting potentially unsafe conditions
- Performing other duties as assigned by the General Manager or Tennis Director

Qualifications/Requirements

The ideal candidate will have proven and progressive experience in leading and teaching paddle and tennis to juniors and adults of all abilities. Candidate should be a minimum 4.5 level player with a P-1 certification and be USPTA or PTR certified.

Candidate must:

- Have excellent communication, problem-solving and organization skills both on and off the court, be a people person and be a leader on the court
- Have a team player mindset, with a positive attitude and willingness to be flexible and make things happen
- Have a comprehensive knowledge of office computer operations (Microsoft Word and Excel) and software platforms related to the industry
- Be able to lift up to 50 pounds and stand and walk for long periods of time. (Approximately 10-12 hours)
- Have command of the English language, written and spoken

Compensation:

- Competitive salary commensurate with experience
- Comprehensive benefits package is available

Position Available:

June 2017

Contact:

Please E-mail resume and any other pertinent information to: TownClubCareers@gmail.com