

## Candidate Profile

### Director of Racquets

Bainbridge Decatur County Recreation Authority

Bainbridge, Georgia

[www.playbainbridge.com](http://www.playbainbridge.com)



#### Organization

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Bainbridge Decatur County Recreation Authority is located in southwest Georgia, approximately forty miles north of Tallahassee, Florida and sixty miles east of Dothan, Alabama. The Recreation Authority, situated near Seminole Lake and along-side the scenic Flint River, has 3 sports complexes that include 4 baseball fields, 4 softball fields, basketball courts and two 100-yard green fields that are used for football, soccer, frisbee and general open recreation. Also included within these community amenities is the Bill Reynolds Tennis Center, which is an active family-oriented facility, showcasing 14 lit tennis hard courts, 4 pickleball courts and a full-service pro shop.

The Bill Reynolds Tennis Center is overseen by the Director of Racquets.

Bainbridge Decatur County Recreation Authority:

- Annual Revenue: \$1.2M
- Number of Members: 100 members
- Community Racquet Sports Active Players: 150 tennis players and 16 pickleball players, 10 of which also play tennis
- Employees: 11 full time and 4 part time and or seasonal

#### Position Overview

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The Director of Racquets is responsible for Bainbridge Decatur County Recreation Authority racquets operations including tennis, pickleball, the pro shop, programming and staff. The position is a full-time, year-round position and requires the candidate to be a highly visible leader - both on and off the court. The successful candidate will have a strong and personable presence and superior communication skills with the community, its membership and guests. They should have a technical skill level that brings credibility to the individual's image as the top racquets professional. He or she must be a person who engages the community in a way that drives enthusiasm for the racquets programming at the facility. The working environment is one of professionalism and respect, and the Recreation Authority prides itself on the positive relationship it keeps with its staff.

The successful candidate must have a proven track record of tennis operational success. They should have experience in multi-court facilities with active tennis programs including, but not limited to, ladies' and men's tennis programs, junior tennis programs, and tournament programs for competitive and social tennis for all levels of play. Experience with oversight of pickleball is preferred. He or she will deliver a range of services customarily provided by a USPTA/USPTR professional.

Operational success should include increased participation rates and new pickleball program development, professional and friendly staff culture, consistent court quality and care, and the continuous pursuit of excellence.

Financial success should include increased revenues due to participation and programming, efficient use of labor and use of all resources.

The Director of Racquets is responsible for all the communications and promotions for the racquets programming. As presently organized, staff reporting directly to the Director of Racquets include part time staff for junior programming and pro-shop front desk coordination. As programming develops, there is the potential to hire an Assistant Racquets Professional. Total staff ranges between 4-5 persons seasonally. The position reports to the Executive Director with an open partnership to the Bainbridge Tennis Association Board and Level Up Tennis Academy - an Academy which helps identify and fund students in grades 2-8 who show an interest in tennis.

The ideal candidate will understand the importance of the community by providing prompt, courteous and timely attention to the desires and needs of its members and guests. He or she will be prepared to guide members, represent their ideas, assist them in achieving their goals, and provide a positive playing environment.

The Director will provide private and group lessons to adults and juniors. This should also include lessons and for new or inactive players on a regular basis.

### Responsibilities

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- 20% of Director's time should be focused on the business of "growth" within the racquet sports community and 80% on the court with lessons, clinics and socials.
- Uphold the rules and regulations governing use of the Bill Reynolds Tennis Center, equipment, appropriate dress code and sportsmanship.
- Accept the authority of, and responsibility for, developing and leading a successful and active racquet sports operation for the Bainbridge Decatur County Recreation Authority.
- Attend workshops and staff meetings as well as actively participate in planning and decision making in consideration of policies and procedures.
- Assist the Executive Director with the annual budget, and maintain responsibility for the weekly payroll management, membership fees and depositing funds.
- Hire, schedule and oversee a professional staff to assist with racquet sport operations.
- Supervise part-time teaching professionals as well as seasonal employees. Provide ongoing constructive feedback and perform annual reviews for all direct reports.
- Provide leadership to employees to achieve a high level of customer service, communication and technical expertise to meet the expectations of the community and its membership.
- Maintain the Bill Reynolds Tennis Center and be responsible for daily inspection of the facilities prior to community usage with coordination of any maintenance issues with the Maintenance Director.
- Partner with Bainbridge Tennis Association Board and Level Up Tennis Academy, offering support for their initiatives and implement programs set forth.
- Provide guidance and instruction for USTA and North Florida/South Georgia league teams and junior tennis programming. Promote camaraderie and unity within the community.
- Provide beginning through advance instruction, private and group, for all ages and ability levels.
- Develop and maintain a comprehensive events and activities program to include social, competitive play, tournaments for the community and its membership.
- Implement an inclusive pickleball program and encourage participation for both social and competitive play.
- Be visible and available to the community and its membership - introducing new players to the appropriate desired programs.
- Assess programming on an ongoing basis and be aware of industry trends and successful programs at surrounding facilities and nationwide.
- Be a passionate ambassador for Bainbridge Decatur County Recreation Authority and require the same of all staff.

- Represent Bainbridge Tennis in the local community, including communications with local professionals, organizations, neighboring tennis professionals and participate in community events when appropriate, driving interest and participation for the Bainbridge Decatur County Recreation Authority.
- Respond to community and member concerns and feedback promptly and have the ability to improve programming based on group feedback.
- Oversee a retail operation at the Bill Reynolds Tennis Center, representing the interests and expectations of the members and the community.
- Perform other assignments and duties as requested by the Executive Director.

## Requirements

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- A minimum of three years prior experience as a Director or Head Professional.
- Proven teaching skills for players of all ages and skill levels.
- An accomplished current and or past competitive playing record is preferred, but not required. A current 4.5 or above playing level is required.
- Bachelor of Arts in exercise science, physical education, sports management or other related fields preferred.
- Be knowledgeable with all computer programs related to the racquet's operation.
- Comprehensive understanding of USTA and UTR competition structures for juniors and adults.
- Must be proficient in Microsoft Office including Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills.
- Experience in hiring and training staff to achieve a high level of teaching ability, and customer service satisfaction.
- Proven experience, success, and results in building and maintaining strong tennis programs.
- Have strong passion and enthusiasm for racquet sports.
- A resume with progressively more responsible position and stable tenures.
- USPTA or USPTR certification and membership preferred.
- USTA Net Generation and SafeSport Certified.
- A pickleball certification and knowledge of programming is preferred, but not required.
- High ethical standards and history. Final candidates will be subject to a full background check.

## Competitive Compensation and Benefits

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| ■ A competitive base salary and an incentive compensation program |   |
| ■ Individual and family health insurance                          | Professionals who meet or exceed the established criteria are encouraged to contact GSI Executive Search: |
| ■ Participation in the municipality's employee retirement plan    |   |
| ■ Professional association dues and education allowance           | Andrew Minnelli<br>andrew@gsiexecutivesearch.com  |
| ■ Relocation assistance   | 310-740-4488  |