

**Director of Racquets**  
**Arrowhead, Vail, Colorado**  
Seasonal – May 25 to September 25  
Employment Status: Seasonal Employee



#### **The Property**

Arrowhead is an elite, gated home-homeowner association, located in the Vail Valley, Colorado. Adjacent to the famed Beaver Creek Village, Arrowhead is comprised of multi-million dollar homes and condominiums and is part of the Vail Resorts community and management.

Arrowhead, renowned as a family vacation destination, allows owners and residents to relax while children participate in various activities throughout the Vail Valley, including tennis and pickleball on property.

The property possesses four Har-Tru clay courts and eight newly constructed pickleball courts at two separate locations. The head racquets office, located at the tennis courts, offers a full front desk, racquets hut offering stringing and demo racquets and some retail, and a patio with a full grill and spectator viewing.

#### **Position Overview**

The Director of Racquets position is designed and created to provide the best overall enjoyable tennis playing experience for both owners and guests.

- Taking full leadership and management of all aspects of Arrowhead's racquets experience.
- Availability and visibility to the owners and their guests.
- Creation of a comprehensive racquets program.
- Organize, schedule and manage all racquets events.

The position encompasses both playing capabilities, teaching and instruction for both adults and juniors, creation and maintenance of an on-going racquets program, supervising a staff of four while overseeing maintenance of the tennis courts, and overall court and surrounding grounds management.

### **Management and Administration**

This is a salaried, five-day, sometimes six-days during busiest summer weeks, 40 to 45 hour per week position with the daily schedule starting generally by 8am and ending at 5pm. Days off will be coordinated with Beyond The Baselines management.

The Director of Racquets is expected to be on site the week before Memorial Day and the position continues on property through September 25.

### **Primary Duties and Responsibilities**

Responsibilities are defined in the following areas:

#### **Racquets Management and Instruction**

- Coordinate with Beyond The Baselines management in creation of the calendar and racquets program for the 2026 summer season.
- Be available during morning tennis and pickleball clinics and open play sessions throughout the summer season.
- Market and educate the Arrowhead community through email, text and other avenues all Arrowhead Racquets offerings.
- Coordinate all professional coverage for daily junior tennis clinic from 12 noon to 3pm as well coordinate all coverage for the front desk and its management.
- Arrange special and manage special events: July 4<sup>th</sup> Community Parade, Two major social racquets mixers, pickleball and tennis adult interclub team management and any tournaments during the season on the tennis or pickleball courts.
- Always be responsible for monitoring court etiquette.
- Liaise and communicate with full transparency with Arrowhead, Vail Resorts, and BTB management at all times.

#### **Main Daily Responsibilities**

- Teach both tennis and pickleball clinics on a daily basis.

- Provide private tennis lessons.
- Supervise all assistant professionals, front desk staff and maintenance staff.
- Create staff rotation for coverage of front desk at tennis and pickleball locations.
- Organize and keep tidy tennis area, equipment and courts.
- Maintain court fixtures, nets and screens in good order;
- Notify Vail Resorts management of any maintenance issues, i.e. irrigation, equipment, fixtures.

### **Additional Work Responsibilities**

- Coordinate and send weekly payroll reports for all Beyond The Baselines employees.
- Coordinate with regional clubs to maintain league team schedules and rotations.

### **Position and Selection Requirements**

The Director of Racquets is a leadership role as part of the hospitality team within Arrowhead. Any candidate must be highly service-oriented, have excellent customer relationship skills, exemplary communication skills, both verbal and written, have excellent organizational skills and attention to detail and be “a team player”. The strong candidate should be organized and detailed while being calm under pressure. Professional appearance is always required.

### **Qualifications and Experience**

- Breadth and depth of experience as a tennis/racquets professional in line with the vision, culture and needs of Arrowhead.
- Degree of experience in a similar, elite private club or similar setting.
- Ability to articulate a compelling vision for Arrowhead's racquets offerings, programming and teaching to all demographics of owners and guests at Arrowhead.
- Knowledge of tennis and pickleball instruction and play. Certifications from both sports professional associations a plus, but not required.
- Demonstrated ability to work well in a team and independently.
- 3+ years teaching experience to players of all levels.
- 3+ years working with children and/or adults.

### **Compensation**

Compensation, depending on variables and experience, will range from \$35,000 to \$45,000 for the period from Memorial Day Weekend to September 25, 2026. Compensation includes a weekly salary, percentage of lessons and a flat-rate clinic rate commensurate to experience.

### **Housing**

Subsidized housing is available through our relationship with Vail Resorts, Inc.

No smoking or vaping is allowed anywhere on the property.

### **Application Procedures**

Please submit a detailed cover letter explaining why this opportunity is of interest, along with a detailed resume.

Please send files as below:

Last name, first name, cover letter

Last name, first name, resume

### **Contact:**

Ed Shanaphy, BeyondTheBaselines.com

Email: beyondthebaselines@gmail.com

No phone calls, please.

