

## **Christmas Cove Improvement Association, South Bristol, Maine**

### **Head Of Racquets**

**Classification: Salaried, Exempt**

**Reports To: Directly – General Manager;**

The Christmas Cove Improvement Association (CCIA) is a summer community in beautiful mid-coast Maine approximately one hour and fifteen minutes north of Portland. CCIA is a historic and well-known and respected coastal summer community located in South Bristol, Maine approximately one hour and fifteen minutes north of Portland, Maine. Information about the club can be found at: [www.cciamaine.org](http://www.cciamaine.org) or on our Facebook page: [www.facebook.com/cciamaine](http://www.facebook.com/cciamaine)

CCIA features is a five-court tennis facility alongside four newly added pickleball courts. The pickleball complex, introduced this year, is complemented by an adjacent dedicated hard tennis court, which can be dedicated to private lessons for the Head of Racquets. The original courts, situated closer to the water, include a mix of two clay courts and two hard courts, offering a diverse playing experience. These courts and immediate area house the junior sports program which includes tennis, sailing, swimming and art. It supports participants ages 4-16.

The Head of Racquets position is a visible and substantial leadership and management role, not only for the racquets program, but also for the Association. The Head of Racquets is encouraged to network and form friendships with families and peers and many of our former Head of Racquets have returned to visit Christmas Cove for many years after their tenure having gained a true love of the members and the Association.

### **HEAD OF RACQUETS JOB PROFILE:**

The Head of Racquets manages and leads the Junior and Adult Racquets Program at the Christmas Cove Improvement Association (CCIA). The position is responsible for supervising, leading and training the Junior Instructors of the CCIA Tennis Program, which includes developing and putting into practice a robust instructional program that supports the growth of all Association players.

As one of four lead department heads at CCIA reporting directly to our General Manager, the Head of Tennis is highly visible to the community and oversees the junior instructional staff which is comprised of high school-age and college-age staff. In this management role, the Head of Racquets must be a positive, mature and experienced role model for the staff and a friendly, community-oriented face of the racquets program for member families.

The position is generally Monday through Friday, but as with any seasonal leadership role, the position does require weekend work. Private instruction can be booked by the Head of Racquets at their desire. The role does include office and supervisory responsibilities, as needed in connection with developing lessons and meeting the needs of the racquets program.

While not part of the job description, the Head of Tennis has discretion to run adult-oriented clinics and child and/or adult private lessons outside of work hours.

**DUTIES:**

- Establish and implement the racquets curriculum for all levels of players, preparing daily lesson plans that align with membership, usage, and Association needs.
- Maintain daily attendance records, member billing, and prepare end-of-season class placement reports for students.
- Manage junior staff assigning responsibilities and overseeing instructors in conducting classes for all levels, both adult and junior.
- Supervise and manage the junior tennis team.
- Plan, organize and run intra-club and inter-club junior tennis tournaments.
- Oversee the safety, supervision and maintenance of instructional tennis courts.
- Create and uphold a positive learning environment for all Association members.
- With the Sailing Program Director and Head Sailing and Swimming Instructors, plan and lead a portion of the Junior Sports award ceremony at the end of each session.
- The Head of Racquets is expected to participate with the Sailing Director and Head Sailing and Swimming in a variety of CCIA activities carried out under the direction of the Club Manager. Such activities include, but are not limited to, assisting with club social events, and CCIA opening and closing responsibilities.

**QUALIFICATIONS:**

- Current racquets professional experience with strong communication and hospitality skills combined with management and teaching experience across all levels and demographics.
- Current RSPA or PTR certification (or equivalent) preferred.
- Current Red Cross CPR/AED and First Aid certifications required.
- Experience working with and motivating children of kindergarten through high school ages
- Ability to contribute positively as a team member within the CCIA working environment and as a housemate in a living environment is essential.
- Ability to lead, manage, prioritize, organize, delegate and communicate with association members at any age is essential.

**ADDITIONAL REQUIREMENTS AND INFORMATION:**

- All CCIA Junior Sports Program staff are expected to participate in the Junior Program picnics, Recognition Nights and Swim Days, and to help with clambake preparation and

other club activities. Also, it is important for all instructors to participate in set up and/or clean up days. The Head of Racquets is paid by the hour for these additional activities.

- CCIA is a vibrant community enriched by diverse perspectives, talents, and experiences. All CCIA staff must understand that they are role models for members and represent the CCIA. Adherence to the rules of the CCIA and the laws of the state of Maine is mandatory. Maturity, consideration, enthusiasm, discipline, skill and safety awareness are attributes needed at all times at work and while off-duty, whether on or off property.
- All racquets staff are required to undergo a full background check and screening.

**COMPENSATION:**

Salary and commissions commensurate with experience. Housing and a small food stipend is provided.

**APPLICATION PROCEDURE:**

Please email a cover letter explaining why your experience would match this job role and why the role is attractive to you along with a resume to Ed Shanaphy, BeyondTheBaselines.com at the following email: [beyondthebaselines@gmail.com](mailto:beyondthebaselines@gmail.com)

Please send letter and resume in following format:

Last Name, First Name, Cover Letter

Last Name, First Name, Resume