

## Pickleball Program Director

Pickleballerz of Chantilly, VA (Fairfax County) is looking for a full-time Program Director. Pickleballerz is the first and only dedicated indoor pickleball facility in the Mid-Atlantic!

Pickleballerz is proud to be the first and only dedicated indoor pickleball club in the Mid-Atlantic. Since opening our doors in 2020, membership at Pickleballerz grown tremendously by continuing to meet the needs of pickleball players of all levels. With 6 indoor courts, Pickleballerz provides players with a variety of ways to play including Open-play, Leagues, Court Reservations, Socials, Tournaments, Clinics, and Private Lessons.

The Program Director will be responsible for the development, management, and promotion of pickleball programs; the organizing and scheduling of all programming including clinics, leagues, camps, open play, and tournaments. The Program Director should be able to instruct pickleball, maintain the facilities which include 6 indoor pickleball courts, supervise staff and communicate all pickleball programming to members and guests.

### Desired Experience & Qualifications:

- 4-year college degree preferred.
- Experience in a position such as Pro, Head Pro, Manager, or have served in an Assistant Director or Director position for racquet sports or equivalent position
- Teaching certifications from PPR or equivalent is a plus
- Excellent communication skills including oral, written, and listening
- Ability to motivate, organize and lead others
- Experience creating, organizing, and executing leagues, tournaments, and sport related programming
- Outgoing personality and the ability to create and maintain a positive environment through interaction and communication with members, guests, and staff
- Proficiency in posting on social media platforms including Facebook and Instagram
- Have an innate goal-driven attitude with ambition for success

### Duties and Responsibilities:

- Organize, schedule, administer and promote leagues, round robins, drop-in/open-play, ladders, social events, tournaments, lessons and all other pickleball programming.
- Responsible for all club and pickleball activity programming, including developing and promoting pickleball programs for all age groups.
- Organize, schedule and manage daily operation of 5-6 leagues/quarter or more.
- Manage and monitor court schedule to maximize usage.
- Promote club memberships to all potential prospects.
- Responsible for the supervision of the pickleball teaching professionals and coaches including scheduling pickleball clinics and private lessons.

- Initiate and execute the selection, hiring, coaching, mentoring and educating of all pickleball personnel in a manner that reinforces the club's values and philosophies and ensures the operation of the departments meet company standards.
- Post regularly to Pickleballerz social media accounts, including updates to programming or events, livestreaming championship matches, and other imagery/posts highlighting play at the facility.
- Ability to regularly work during operational hours including evenings, weekends, and select holidays.
- Must ensure on-call availability to respond to issues related to pickleball programs.
- Ensure that the environment is safe for all those who use the facility.
- Adhere to all the various company, club and department written mandatory standards of operations, policies and procedures, manuals, memos, oral instructions, etc., all of which go to make up the essential functions of the job.
- Be an integral part of the management team.
- Conduct quarterly meetings with teaching professionals/coaches and club staff.
- Implement and stay current with new teaching techniques and receive certifications.
- Reports directly to the COO.
- Other duties as assigned.

Base salary is competitive and will be commensurate with experience.

**How to apply:** Please send your resume to the email provided. Subject line "PROGRAM DIRECTOR APPLICANT"

[info@pickleballerzusa.com](mailto:info@pickleballerzusa.com)

NOTE: The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind the work of different assignment positions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.