



**Alabama**

1108 Herrington Street  
Birmingham, AL 35242

## **Community Coordinator Position Description**

<b>Title:</b>	Community Coordinator
<b>Reports to:</b>	Managing Director, Programs & Services
<b>Status:</b>	Part time (20 to 29 hours/week)
<b>FLSA:</b>	Non-exempt
<b>Location:</b>	Birmingham, AL

### **Job Summary/Purpose**

To promote and develop the growth of tennis through the creation and expansion of local programs and services. A focus will be given to increase opportunities for adult players and building the capacity of local organizations such as CTAs and parks and recreation departments to operate programs.

### **Duties and Responsibilities**

#### **Adults:**

- Create or expand adult programming. Work with Adult League Coordinators and other program directors with local Parks & Recreation Departments to support and develop new programming. Promote existing programs.
- Work in conjunction with Community Tennis colleagues to identify areas to create new grassroots-playing opportunities in targeted communities. Establish a pathway of programs for adults in each community targeted.
- Work closely all USTA AL staff to create and execute new programs
- Create a calendar for Social Play opportunities, such as Round Robin Events and Social Leagues
- Work with local providers to host Tennis 101 sessions throughout the area for beginner players
- Work with Adult Program Director and Local League Coordinator to help place players on USTA League Teams.

#### **Overall:**

- Work closely, as needed, with all departments, employees, volunteers, and partners of the USTA Alabama
- Monitor income and expenditures within job area to stay within budget
- Assist other staff in major projects or events in the community
- Work with Tennis on Campus manager to help grow TOC & transition players into other USTA program opportunities

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Required Education and Experience**



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- Bachelor's degree or 5-plus years-experience
- 2-plus years of customer service experience required (any industry)
- Event management experience a plus
- Basic tennis knowledge a requirement

### Qualifications

- Excellent customer service skills required
- Excellent organizational and time-management skills required
- Excellent written and oral communication skills required
- Practical knowledge of working with volunteers
- Highly motivated self-starter, enthusiastic personality required
- Tech skills up to date – Microsoft Office knowledge required
- Conflict management experience a plus
- Knowledge of tennis, TennisLink and USTA programs
- Knowledge of adult tennis administration
- Ability to work with multiple stakeholders, internally and externally
- Experience with competitive sports
- Passion to grow the game of tennis
- Flexible schedule—ability to work some evenings & weekends
- Results oriented
- Ability to analyze data.

### Physical Demands

This position requires the ability to be mobile, to be able to stand for some periods of time while off-site and to occasionally lift 10 to 20 pounds.

### Travel

This position requires travel, included but not limited to tournaments, meetings and workshops with some requirement of overnight travel. This position requires a valid driver's license.

### Supervisor Responsibilities

Currently there are no direct reports to this position.