

**JOB DESCRIPTION**  
**Central Indiana Tennis Association**

**TITLE:** Central Indiana Assistant League Coordinator (ALC)

**REPORTS TO:** District Executive Director

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** Part-time, Monday – Friday. Weekend and Evening work will also be required.

**PURPOSE OF THE POSITION:** The primary focus of an Assistant League Coordinator (ALC) is to deliver the mission of the USTA and Central Indiana Tennis Association in promoting and developing the growth of tennis within our District. The ALC will assist the District League Coordinators in the administration of the CITA USTA leagues. The ALC will provide support to both the District League Coordinators and the local tennis providers and organizers in achieving success. Additionally, ALCs will help identify and facilitate partnerships with non-tennis entities to grow tennis in local and regional markets. The ALC will also provide marketing support to new and existing programming.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Support the District League Coordinators in the administration, marketing and implementation of all league play in the district. Assist members with the use of the TennisLink system.
2. Will be responsible for on court activities and interaction with prospective players during Community Outreach and CITA sponsored events.
3. Will be responsible for in-depth program knowledge, support and assistance for our providers and players.
4. Provide members, facilities and organizations with relevant program information, marketing materials, grant information and other resources as determined by the District, Section & provider needs.
5. Actively promote tennis opportunities for multicultural and diverse populations.
6. Actively market all CITA and Provider programming through social media channels, mailings and our mobile app.
7. Represent CITA by attending special and/or community events and conferences or workshops as required.
8. Work in a positive and cooperative manner with all USTA District, Section and National staff and volunteers.
9. Administrative reporting, data entry, phone calls, conference calls, webinars and trainings as required.
10. Help identify areas where programming may be started or extended.
11. Work with other staff to provide a worthwhile experience for our providers and players.
12. Various other job duties as required.
13. Must be able to complete and pass the Safe Play Training and USTA Background Check.

**SPECIAL PROJECTS:**

- Plan, organize and implement new programming and identify new markets.
- Determine new markets for Youth, Junior and Adult programming within CITA.
- Plan and implement Community Trainings or Workshops for coaches and providers.
- Attend District Board of Directors Meetings as required.
- Attend Midwest Training and meetings as required.

**KNOWLEDGE AND SKILLS****LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**MATH SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**JOB COMPLEXITY:**

Work requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information for reports and solving minor problems.

**SUPERVISION RECEIVED:** Receive general direction; supervisor established only very broad goals. Employee participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** NA

**CONFIDENTIALITY:** Client/Customer information and financial matters

**ORGANIZATIONAL RELATIONSHIPS:**

**Within the Company Interaction:** Work in cooperation with District and Midwest staff to promote and grow USTA MYTT, JTT and Adult League Tennis 50% of total working hours

**Outside the Company Interaction:** Will build relationships to grow the game with leaders in their territory such as School Administrators and Physical Education Teachers, Park and Recreation Administrators, Tennis Facility Owners and Employees, Tennis Professionals, YMCA/YWCA Employees, Country Club Administrators, Corporation Administrators, Tournament Directors, Service Organization Administrators, and other Tennis Providers. 50% of total working hours

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Normal workweek 30 hours

**Physical Activity - Amount of Time**

Stand - Under 1/3

Walk - Under 1/3

Sit - 1/3 To 2/3

Use hands to finger, handle, or feel - Over 2/3  
Reach with Hands and arms - NA  
Climb or balance - NA  
Stoop, kneel, crouch, or crawl - NA  
Talk or hear - Over 2/3  
Taste or smell - NA

**Lifting Requirements - Amount of Time**

Lifting - Up to 25 pounds - 1/3 To 2/3

**Environmental Conditions - Amount of Time**

Outdoor weather conditions - 1/3 To 2/3  
General office environment  
Moderate noise

**TRAVEL**

Travel required 25%, with overnight stays 5%  
Travel destinations: Central Indiana Tennis District Boundaries

**EDUCATION/SKILL REQUIREMENTS:**

**Education Requirements**

Four-year college degree or equivalent work experience

**Job Related Experience Requirements**

- A minimum of 1 -2 year experience
- Knowledge of the Adult and Junior USTA league offerings
- Administration of Tennis Programs and/or On-court Teaching of Tennis experience preferred
- Experience with computer, copier, fax, calculator and Microsoft Office
- Experience with Social Media outlets

APPROVED BY:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

I have read and I understand the responsibilities and requirements of my job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date