

JOB DESCRIPTION
Central Indiana Tennis Association

TITLE: Central Indiana District Tennis Representative (DTR)

REPORTS TO: District Executive Team

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 a District Tennis Representative (DTR) 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 DTR will provide customized service and support to assist local tennis providers and organizers in achieving success. Additionally, DTRs may help identify and facilitate partnerships with non-tennis entities to grow tennis in local and regional markets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct regular prospecting, sales calls and meetings with tennis providers and organizations designed to increase tennis participation and play frequency of existing programs. Introduce new participants to tennis by attracting new, former, adaptive and underserved audiences.
2. Will be responsible for on court presentations and interaction with prospective players during Field Days, Play Days, Assemblies and Community Events.
3. Responsible for in-depth program development, support and assistance.
4. Provide 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. Represent CITA by attending special and/or community events and conferences or workshops as required.
7. Work in a positive and cooperative manner with all USTA District, Section and National staff and volunteers.
8. Administrative reporting, data entry, phone calls, conference calls, webinars and trainings as required.
9. Help identify areas where programming may be started or extended.
10. Work with other staff to provide a worthwhile experience for our providers and players.
11. Various other job duties as required.
12. Must be able to complete and pass the Safe Play Training and USTA Background Check.

SPECIAL PROJECTS:

- Plan, organize and implement Youth Team Tennis Programs.
- 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 15 - 30% 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. 70 – 85% 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 50%, 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
- Administration of Tennis Programs and On-court Teaching of Tennis experience
- Certification: US Professional Tennis Association and/or US Professional Tennis Registry
- Experience with computer, copier, fax, calculator and Microsoft Office

To apply, please email your resume and a cover letter to
judy@centralindianatennis.com.

Resumes will be accepted through September 15, 2017