

USTA MIDDLE STATES DELAWARE DISTRICT POSITION DESCRIPTION

TITLE **Program Coordinator/Tennis Instructor**
Reports to DISTRICT CHAIR/ TENNIS SERVICE REPRESENTATIVE

MAIN RESPONSIBILITY

The USTA Middle States Delaware District is looking for a highly motivated tennis enthusiast to coordinate and grow its schools and grass roots programming. This individual will report to the Delaware District Tennis Service Representative and Delaware District Chair. They must have the ability to work with juniors and adults using the USTA Net Generation Curriculum. A tennis NTPR rating of 4.0 and above, and experience as either an on court tennis instructor and/or PE classroom teaching experience preferred. Must be USPTA/PTR certified or have desire to complete certification. Must be available during school hours to provide PE support and training, after school hours for club instructional programs, some weekend work required. Individual will provide opportunities for pathway to play for juniors and adults. Individual must be computer proficient and skilled in other social media platforms. Compensation will be based on experience and certification levels.

OTHER RESPONSIBILITIES INCLUDE

1. Complete USTA Net Generation registration and pass all USTA NCSI Background checks.
2. Keep Net Generation program page up to date with Delaware District tennis opportunities.
3. Assist TSR on court for Net Generation Workshops
4. Become proficient in USTA TennisLink program
5. Work in a positive and cooperative manner with all USTA Section, District and National staff and volunteers

Key Performance Indicators:

- Measurable growth of new Tennis Players in Delaware.
- Additional School and community tennis programs

Supervisory Responsibilities: None

Internal Relationships: The Delaware District Program Coordinator/Tennis Instructor will report to The Delaware District Tennis Service Representative and Delaware District Chair.

QUALIFICATIONS

1. Excellent organizational, administrative and management skills required.
2. Excellent communication and presentation skills.
3. Customer service skills and ability to work with volunteers.
4. High energy and enthusiasm
5. Knowledge of USTA MS programs and tennis background preferred.

- 6. Must be self starter, and ability to work independently.**
- 7. Must be able to handle multiple priorities and projects simultaneously.**
- 8. Must have the ability to drive within territory**

Preferred Qualifications:

- 1. Knowledge and connections in tennis industry as well as familiarity within territory.**
- 2. Prior experience starting community programming.**
- 3. Knowledge of 10 and Under Tennis and USTA Junior Team Tennis.**
- 4. On-court training experience.**

TIME COMMITMENT

Part time based on the season. This position has the ability to grow with the individual.

