



JOB DESCRIPTION

TITLE: Tennis Service Representative (TSR)
Community Tennis

Reports to: USTA NNMTA President and Board of Directors

PURPOSE OF POSITION: To assist the USTA Northern New Mexico Tennis Association (“the District”) in its mission to promote and develop the growth of tennis. This position is responsible for increasing participation in tennis by developing, ensuring implementation, expanding, and sustaining community-based tennis programs for youth and adults within the District. This position establishes strong relationships with local delivery systems including tennis and non-tennis organizations and volunteers, and serves as a consultant and advisor to the District and area Community Tennis Associations.

MAJOR DUTIES:

- Identify educational and training opportunities, develop a plan, implement, and help secure support from key community leaders including leaders of parks departments, schools, recreational leaders, member organizations, and other groups to promote and develop the growth of tennis.
- Meet with tennis facility personnel to assess their needs and, as necessary, provide awareness, education, marketing materials/strategies and support for increasing tennis participation and USTA programming (to include registering through Net Generation, writing grants, obtaining USTA memberships, getting lines painted at a site, working with contractor(s), writing recommendation letters, and purchasing, or assisting with purchasing, appropriate balls and equipment for NNMTA and program providers.)
- Represent the USTA and the District by attending, coordinating and/or assisting in workshops, events or meetings designed to strengthen the local delivery system. Examples to include Health Fairs, In-Service trainings for PE Teachers. Planning and hosting Community Tennis Rallies and PE Demo Days, etc.
- Contact and develop a working relationship with community-based organizations such as: YMCA/YWCA, Boys and Girls Clubs, PAL, etc. Collaborate with other organizations such as NRPA, AAPHERD, USPTA, and USPTR.
- Maintain a strong working relationship with the USTA Southwest Section, assigned SWS staff and National staff.
- Plan, prepare, and provide reports to address the SWS and district goals as needed.
- Attend the NNMTA board meetings and help in other NNMTA events (10&Under events, Rookie Tournaments, Net Generation provider registration and

implementation, as well as TennisLink registration of participants.)

INTERNAL RELATIONSHIPS: This position reports directly to the USTA NNMTA President, has a strong relationship and communication with the NNMTA Executive Director, the SWS Community Tennis Manager, and the NNMTA Board of Directors.

EXTERNAL RELATIONSHIPS: This position works to foster relationships within the assigned geographic area of the tennis community with volunteers, tennis facilities, partners, public and private schools and school districts, tennis clubs, parks and recreation facilities, parents, coaches, and tennis teaching professionals.

TRAVEL DEMANDS: This position requires travel, to include, but not limited to, travel throughout the District's geographic area as appropriate to fulfill responsibilities, events, and workshops as requested.

QUALIFICATIONS:

- Strong customer service, administrative, and organizational skills
- Strong verbal, written and interpersonal communication skills
- Efficiency in use of computers, internet, email, appropriate software
- Ability to work well with and motivate others
- High energy and enthusiasm with a desire to promote tennis
- Understanding of USTA, NNMTA and SWS tennis programs
- High ethical standards
- USTA Membership (may be obtained upon hire)
- Bilingual a plus
- College degree or relevant work experience

SALARY AND BENEFITS: Commensurate with experience; Range: \$30,000 - \$34,000. Mileage and Travel expenses. Vacation: 2 weeks per year.

SPECIFIC RESPONSIBILITIES:

- Work with District Jr Team Tennis Coordinator to promote, conduct and schedule 10U programming, Summer Jr Team Tennis, Mid-School League, JV/Club League
- Conduct Rookie Series and 10U Tournaments as directed by the District
- Work with City of Albuquerque Parks & Rec Personnel with regard to scheduling of events at City Facilities
- Maintain established District Website
- District Newsletter (in cooperation with Executive Director and District President)

KEY PERFORMANCE INDICATORS: When reviewing this position during the year, the following will serve as performance indicators.

- Achievement of specific goals and objectives for areas of responsibility
- Evidence of performance of major duties
- Evidence of performance as productive team member.
- Evidence and quality of effective internal and external relationships.
- Quality and effectiveness of overall performance