



Job Description: Director of Tennis  
Revision Date: May 2011

## **Overview**

The Director of Tennis shall be responsible to the USTA Central Arizona (CAZ) Board of Directors for overseeing the business administration of USTA CAZ, including the supervision of other employees and contracted staff. Additionally, a large amount of the Director's focus will be placed on running and developing the QuickStart Schools programs, as well as tracking office financial information and overseeing office projects.

## **MAJOR RESPONSIBILITIES**

1. Assist and Support Board
  - Report to President; work with Executive Committee, Councils, and Committees
  - Interface with Volunteers
2. Oversee the implementation of the USTA CAZ Strategic Plan
3. Oversee Program Delivery and Organizational Operations
  - Work to create a more systematic way of doing business
  - Codify operations with desk manuals/checklists, etc.
4. Manage, Supervise and Oversee CAZ Employees and Contracted Staff
  - Administrative Assistant/Accountant/Webmaster
  - Adult League Coordinator
  - Junior/Youth Program Coordinator
  - Adult Tournaments
  - Grant Writer
5. Fiscal Management
  - Budget creation with Executive Committee
  - Budget Management

- Timely tax filings, etc.
6. Fund raise for USTA CAZ
    - Corporate
    - Gifts
    - Individuals
    - Foundations
    - Grants
    - Board fundraisers/functions (e.g., Annual Awards/HOF dinner)
    - Sponsorships
  7. Serve as the #1 “Tennis Ambassador” for the USTA CAZ
    - Attend tournaments, etc.
  8. Assist in running special events from the CAZ office
    - Winter Nationals
    - Jr. Club Championships
    - QuickStart festivals and tournaments
  9. Serve as the primary liaison with the USTA National
  10. Serve as the primary liaison with USTA Southwest Section
    - Executive Director
    - Tennis Service Representative
    - Junior Competition
    - Adult Competition
  11. Serve as the primary liaison with local District contacts
    - Facilities
    - Professionals (ex. USTPA, PTR)
    - Parks and Recreation departments
    - Industry partners
  12. Work to identify and train more volunteers
    - Help develop a list of parent volunteers to help support Jr. Team Tennis
    - Grow the board and council with a new volunteer base
  13. Marketing and Communications
    - E-Newsletter – including tournaments, leagues, and other programs
    - Publish information on the CAZ website, facebook page and other social networking sites
    - Work with local print and broadcast media
    - Write and distribute Press Releases
  14. Data Base Management

- Organize current data base
  - Grow data base
15. Oversee QuickStart Schools Program
- Oversee, communicate with and support Area Coordinators (AC) & Instructors
  - Create and print program material (flyers, take-home activities, welcome letter, etc.)
  - Communicate with school district
  - Oversee payments made to ACs and Instructors
  - Order and maintain equipment
  - Train & educate new ACs, instructors or people interested in program
16. Organize and run QuickStart tournaments
- Promote and advertise the event
  - Attend tournament and organize play
17. Oversee Office Projects
- Ensure office projects are completed in timely manner and on schedule (ex. Donor letters, thank you letters, Awards Dinner, brochure, etc.)

## **Required Skills**

1. Superior Interpersonal Skills
2. Communication Skills
3. Business experience
4. Intense Work Ethic
5. Tennis background
6. USTA knowledge and experience