

Job Description

Lexington County Recreation & Aging Commission

Job Title: Junior Coordinator/Tournaments Assistant
Full Time Employee
Reports to Director of Tennis Operations

General Duties

The main job is to grow tennis at the Lexington County Recreation & Aging (LCRAC) tennis facilities. Coordinate, supervise and grow Junior Team Tennis (JTT) in coordination and cooperation with the Lexington Area Association (LATA) in Lexington County. Assist in the organization and running of all the tournaments at the Cayce Tennis and Fitness Center (CTFC) and at the Lexington County Tennis Complex (LCTC).

Specific Duties and Responsibilities

- Establishing an annual written JTT plan, timeline, and monthly calendar that includes a schedule of play for fall and spring JTT seasons;
- Developing an annual marketing plan to recruit and retain JTT participants;
- Administering and updating the LATA JTT website as necessary;
- Providing administrative support for LATA JTT program which included, but is not limited to, answering phone calls, responding to emails, and providing/drafting written correspondence in a timely manner;
- Creating and supervising JTT committee to assist with league responsibilities;
- Supervising quarterly meetings of the JTT committee;
- Contacting and connecting with tennis facilities in Lexington County service area to create JTT programs, leagues, and teams;
- Creating and developing an annual JTT budget in collaboration with LATA;
- Becoming familiar with all the resources available through USTA and Net Generation;
- Report monthly at LATA board meetings on activities related to JTT;
- Recruiting and providing training for junior team tennis coaches and volunteers as necessary
- Attending JTT coordinator workshop for training and networking;
- Understanding and implementing state, sectional and national rules, regulations and guidelines for JTT program;
- Promoting LATA JTT at community events;
- Working collaborative with USTA SC to promote JTT programs;
- Working collaboratively with LATA board president to distribute relevant board communications and documents;
- Providing administrative support to LATA, including but not limited to board meeting preparation and taking meeting minutes;
- Assisting with LATA sponsored events as necessary;
- Researching and applying for grant opportunities to support LATA programs and services;
- Work an average of 20 hours a week on LATA related business; and
- Assist the Tournament Director with the planning, organization and implementation in all the tournaments at CTFC and LCTC.

Other Duties

- Market and promote all the tennis programs at the LCRAC tennis facilities to ensure their success;
- Help with the date to date operation at LCTC or at CTFC as need it; and
- Work weekends during tournaments or special events at CTCF and LCTC.

Other duties may be assigned by the Director of Tennis Operation to make the LCRAC tennis programs and facilities the best they can be.

Junior Coordinator/Tournaments Assistant

Date

Jorge Andrew
Director of Tennis Operations

Date