

USTA South Carolina Staff Responsibilities

Junior Participation Coordinator

Hours/Schedule of Position: This full-time non-exempt employee reports to the Junior Team Tennis Manager and Tournaments and Player Development Manager. Standard hours are Monday through Friday with evening and/or weekend activities and travel as required by events.

Summary of Position Purpose: Promote, grow and expand entry level junior participation opportunities in South Carolina through allied organizations such as parks and recreation departments, club/facilities, and youth community program providers.

Minimum Qualifications:

- **Education/Certification:** Bachelor degree in relevant field
- **Experience:** Non-profit and/or recreation background, practical knowledge and work history with volunteers, project/program support experience and proven skills in customer relationships.
- **Skills:** Excellent verbal and written communication, strong administrative and organizational ability, proficient in Microsoft Office and general computer skills, comfortable making presentations and facilitating small group classroom sessions or on-court trainings.
- **Other Requirements:** Familiarity with tennis, with a strong preference for an active recreational player, a passion for customer service, pride in one's work and a self-starter with a desire to be on our team.

Job duties include

1. Implement a participation strategy in coordination with Junior Team Tennis, entry level sanctioned tournaments (with an emphasis on 10U tournaments) and Kids' Tennis Clubs.
2. Support the promotion, education and expansion of 10 and Under Tennis through teaching pros, parents and youth based organizations
3. Provide customer service and support to junior players/parents and providers.
4. Educate allied organizations, coaches/pros and parents about program formats, grants, equipment and available resources and opportunities, including sportsmanship via sharing Positive Coaching Alliance materials.
5. Assist as needed in other areas of player development by providing support to teaching pros, coaches, recreation directors, and junior players in USTA affiliated services and programs.
6. Support Junior Team Tennis programs with recruitment, training and support of local coordinators, coaches and parents.

7. Support the organizing, planning, and delivery of the Junior Team Tennis state championships.
8. Support on-court training of volunteer coaches or parents to assist with entry level program instruction.
9. Assist with the development of budgets for programs and monitor income and expenses.
10. Act as staff liaison with Chairperson(s) of USTA South Carolina committee(s) as assigned by Executive Director to include regular communication and contact with information, suggestions and offers to support committee goals.
11. From time to time, assist other staff with projects, including work for the Executive Director as needed.

GC 12/12/16