



Chicago District Tennis Association
2200 East Devon Ave., Suite 319
Des Plaines, IL 60018
P: 847.803.2382 | F: 847.803.2383

District League Coordinator Job Description

About CDTA

The Chicago District Tennis Association (CDTA) is a non-profit membership organization whose service area is comprised of Cook, Lake, and DuPage counties. **CDTA's mission is to promote, grow, develop, and service the game of tennis.** CDTA works to accomplish its mission by providing tennis opportunities, promoting quality programs, fostering good sportsmanship and fair play, and educating players, parents, coaches, and tournament directors. To accomplish this mission, the CDTA encourages a culture of friendliness, hospitality, pro-activity, and partnership in the work that it does. As the local office of the United States Tennis Association, CDTA is the governing body for tennis within the Chicago District. Responsibilities as the governing body include sanctioning tournaments, training tournament directors, ensuring National SafeSport requirements are met, and running USTA league programs according to National, Sectional, and local rules.

Overview of Position

The District League Coordinator (DLC) organizes and implements the adult USTA League program in the Chicago District including scheduling, rules creation/enforcement, coordination with and support to the District Adult League Committee, player support, and reporting and coordination with Midwest staff and other DLCs. The DLC must understand the league program in order to identify participation trends, opportunities for growth, and the potential for new league offerings. Candidates for the position should be tech savvy, detail oriented, and pro-active in anticipating organizational needs. He/she should possess strong customer service, creative problem-solving, and effective communication skills. The DLC should encourage an atmosphere of fun, competitive and fair play among the players, which will help promote the growth of the program. The DLC serves as advisor on the District USTA Adult League Tennis Committee (and sub-committees thereof) and works under the program guidelines set forth by the USTA/Chicago District and the USTA/Midwest Section. This position presents an outstanding opportunity for organized individuals who love opportunities to support the passions of adult recreational tennis players.

Responsibilities:

- Plan, manage and perform all administrative and clerical tasks necessary for the operation of the USTA Adult League program in the Chicago District.
- Develop, publish and promote a local calendar of events which falls within the District, Sectional and National deadlines.
- Provide regular updates to the CDTA website and communication of updates to League captains.
- Conduct 1-2 informational meetings for facilities (current and prospective) and participants annually.
- Conduct at least 1 captains meeting/gathering each season.
- Involve and integrate Adult League Committee participants in communications and meetings/gatherings so that captains and players become familiar with committee members.
- Run required reports as required to manage the league and requested by Adult League Committee and Adult Play committee Chairs and members.
- Organize, coordinate and direct all aspects of Local League Play, Flight Playoffs, District Championships and State Championships, if required, including providing staff support to the Championship Committee
- Develop a growth/promotional plan for increasing participation in the league program (retaining existing/recruiting new players). Identify opportunities for growth areas and new product offerings.
- Manage and prepare regular electronic email updates to captains and players.
- Assist in gathering, tracking, and presenting program data for reporting purposes.



Chicago District Tennis Association
2200 East Devon Ave., Suite 319
Des Plaines, IL 60018
P: 847.803.2382 | F: 847.803.2383

-
- Willingly accept and complete any special assignments as deemed appropriate by the Executive Director or Executive Committee.
 - Contribute to and support a team-oriented and collaborative work environment; participate in team discussions in the spirit of pro-active and constructive problem solving.
 - Assist in identifying need and providing organizational solutions that improve efficiency and outcomes.
 - Attend all appropriate USTA League Tennis meetings (local and Sectional) and report back to the Adult League Committee.
 - Stay abreast of Local League, Sectional and National Rules and general rules of tennis in order to identify and assist with questions, problem resolution, etc.
 - Submit a monthly activity report to the Executive Director.
 - Attend District Board meetings and report on league status.
 - Develops player and captain recognition program including events, awards, activities, etc. through email, website, and/or social media.
 - Get and give feedback to players, captains, Adult League Committee members.
 - Various other job duties as required.

Job Qualifications:

- Ability to solve problems and make decisions.
- Effective written and oral communication skills.
- Ability to work with minimum supervision.
- Strong organizational and computer skills and experience with Microsoft products including OneDrive cloud solutions, database programs, and online tools such as Survey Monkey, Jotform, Doodle, etc.
- Experience working within a volunteer-based and/or membership organization a plus.
- Communications experience including social media, electronic newsletters, and websites a plus.
- Ability to maintain effective working relationship with public, board members and committees.
- Ability to deal tactfully and diplomatically with the public at all times.
- Willingness to work some weekends, evenings and holidays in exchange for time off during the week.
- Exceptional customer service skills and willingness to be proactive in anticipating and solving player problems.
- Self-motivated, multi-task oriented and capable of working well under pressure.
- Working knowledge of USTA League Tennis program and general understanding and support of the goals/ideals of the District and Section.
- USTA membership and registered Net Gen provider (upon starting in role).
- Interest in, participation in, and/or knowledge of tennis or other sporting activities a plus.

Compensation:

- Full-time salary commensurate with experience; salary range in the low- to mid-\$40,000s.
- Partial contribution by District for medical insurance.
- Ability to participate in retirement savings plan.
- Paid vacation time.
- Replacement Time Off for work outside of normal business hours.

Immediate Supervisor: CDTA Executive Director

To Apply:

Submit resume and cover letter to info@chicagodistricttennis.com. Applications should be received by March 6, 2020.