



CELEBRATING 35 YEARS

MID-ATLANTIC SECTION LOCAL LEAGUE COORDINATOR JOB OPENINGS JANUARY 2015

USTA/MAS Virginia Region is looking for Local League Coordinators for the following areas.

Northern Virginia
Loudoun County
Tidewater

Qualified applicants will work in conjunction with existing facilities and coordinators to provide adult league opportunities.

The position reports to: League Manager, Virginia Region.

Qualifications:

- Working knowledge of USTA League Tennis programs;
- A thorough understanding of National Regulations, Section and Local League Rules;
- Strong communication, organizational and excellent marketing skills;
- Friendly, outgoing, upbeat, assertive personality;
- Self-starter with willingness to grow the USTA League Program in your area;
- USTA Member;
- Flexibility and creativity

Responsibilities:

- Prepare schedules and league format
- Provide and enforce deadlines for team registration and end of season certifications for post season play;

- Organize and run captains' meetings;
- Recruit and train new captains;
- Assist new players in joining an existing team or organizing new teams;
- Administer or provide access to local league website;
- Identify and resolve local league issues in conjunction with the Virginia League Manager;
- Recruit and train local volunteers to assist with a successful program;
- Attend mandatory Annual LLC Workshop on January 24th, 2015;
- Develop a calendar of events, to include but not limited to:
 - Annual Coordinator Workshop;
 - Meetings with local pros and facilities;
 - Captains' meetings;
 - Local league season start and end dates;
 - Regional and Sectional Championships dates and deadlines;

Qualified Applicants must apply by January 12, 2015

Please forward your resume and cover letter to:

Leibfreid@mas.usta.com and Ecrabbs@mas.usta.com