



PACIFIC NORTHWEST

## POSITION DESCRIPTION

**Position Title:** Sectional Tournament Associate

**Reports to:** Designated USTA/PNW Tournament Director

**Status:** Part-Time, Seasonal

Do you have a passion for helping juniors, adults, and seniors get active, have fun, and stay healthy? Do you want to be involved in an innovative, entrepreneurial, well-established and well-known nonprofit organization? Are you a leader who loves to work with people and provide excellent customer service? Then this position might just be in your court!

The Pacific Northwest Section of the US Tennis Association (USTA PNW) is a 501(c)3 not-for profit organization looking for Tournament Desk Staff for USTA Local League Playoffs, One Weekend Local Leagues, USTA League Sectional Championships, and USTA Junior Sectional Championships.

### QUALIFICATIONS:

- Desire to work with juniors or adults in a competitive tennis setting
- Strong communication and customer relations skills
- Ability to follow detailed instructions and processes
- Ability to facilitate people

### REQUIREMENTS:

- Must pass a full background check
- Must have and use a smartphone with camera and texting capability
- Must have a vehicle in case of venue or assignment change

### RELATIONSHIPS:

- Internal: work closely with designated USTA/PNW Tournament Director and other tournament desk staff
- External: work closely with the players, parents, coaches and spectators

### RESPONSIBILITIES:

- Oversee tournament desk
- Oversee court assignments utilizing posted tournament schedule
- Maintain cleanliness of tournament site

- Answer any general tournament questions
- Responsive to Tournament Director needs
- Ensure equipment set-up and take-down
- Assist with functions at Player Party and/or Captain's Meetings
- Assist in pre-event tasks as assigned

**COMPENSATION:**

- \$10 per hour

**APPLICATION INSTRUCTIONS:**

- Apply online at: <http://usta-pnw.companycareersite.com>