



Job Title	Boys & Girls Club Tennis Coordinator
Reports To	Executive Director
Schedule/Hours	Monday-Thursday 9:00 am-12:00 pm (summer sessions) & 2:00-5:00 pm (after-school)
FLSA Status	Non-Exempt
Job Type	Part-Time

Overview

The primary focus of this role is to generate and increase junior tennis participation by developing, promoting, maintaining, and supporting a partnership with the Boys & Girls Club of Central Arkansas.

Objectives

- Develop, communicate, and document a clear pathway of participation for entry-level players in summer/after-school program
- Oversee and teach beginner junior tennis programs
- Develop relationships with tennis professionals, facility managers, and staff to build and promote special events

Summary of Responsibilities

- Recruit, lead, motivate, train and develop youth tennis coordinators to promote and grow junior programming within the local nonprofit.
- Track junior participation rates and program growth.
- Utilize TennisLink to setup junior programs that capture participation in a variety of formats.
- Maintain open and regular communication with USTA AR/Nonprofit Executive Director & Director of Junior Tennis.
- Oversee, communicate with, train, & evaluate coordinators to ensure consistency of service and quality of USTA products.
- Assist in the recruitment and training of volunteers for additional mentoring and coaching opportunities for all player pathway programming.
- Maintain a database of volunteer contacts.
- Serve as a resource for junior players, parents, and coaches in the competitive system, with a focus on the Youth Progression, 10 & Under play, and Junior Team Tennis.
- Submit updated goals and activity reports to USTA AR/Nonprofit Executive Director as requested.
- Work in a cooperative manner with all community, state, sectional, and national staff as well as volunteers.
- Plan, organize, and execute any junior events.
- Timely prepare and submit grant accountability reports for ATP, NJTL, etc.
- Recruit and develop junior leagues as identified by the Executive Director.
- Actively promote junior tennis opportunities for diverse participants, instructors, parents and volunteers.

- Develop and maintain relationships with nonprofit administrators and staff.
- Provide a clear pathway for entry-level players to advance to higher levels of junior competition.
- Support and promote the summer, after-school programs, JTT and entry-level tournaments to the beginner-intermediate player base.
- Assist as needed in other aspects of player development by providing support to teaching pros, coaches, recreation directors, and junior players in the USTA player pathway.
- Create, oversee and be accountable for program budget.
- Thoroughly document policies and procedures related to program areas & projects.
- Perform other duties as assigned by Executive Director.

Competencies

- Presentation skills, particularly to large groups of people and providers
- Excellent oral and written communication skills
- Highly-motivated, organized, enthusiastic, and passionate about growing youth tennis
- Ability to manage large groups of children
- Exemplary customer service skills, professionalism, and ability to be impartial
- Ability to think creatively and innovate outside the box
- Ability to balance day-to-day, operational tasks with long-term, big picture goals
- Ability to learn, understand, and navigate TennisLink and other USTA software/systems

Required Education and Experience

- High school diploma
- Strong administrative, organizational and time management skills
- Team player mentality; ability to work well with others

Preferred Education and Experience

- Bachelor's degree
- Computer skills with proficient use of MS Office
- Current knowledge of USTA junior programming and tournament experience
- Previous experience with running youth sporting events (tournaments, leagues, and training sessions)
- Tennis background and USPTA/PTR Certification
- USTA Junior Tournament experience as a player/customer

Additional Requirements (if selected)

- Completed Boys & Girls Club application and background check
- Net Generation approved
- Attend required trainings

Work Environment and Expected Hours of Work

Typical schedule spans Monday through Thursday, 9:00 am-12:00 pm (summer sessions) and 2:00-5:00 pm (after-school) and may require hours outside of the core business hours. This position operates off-site overseeing lessons and events at a local facility.

Please note this description is not intended to contain a comprehensive listing of duties and responsibilities required of the job. USTA AR reserves the right to change or assign other duties at any time.

If interested, submit a resume and cover letter to deanna@arktennis.com.