



ARKANSAS TENNIS ASSOCIATION
2024 Arkansas Valley Drive, Suite 302
Little Rock, AR 72212

Telephone 501 227-7611
Fax 501 223-0531
www.arktennis.com

Job Description

USTA Arkansas Adult Local League Coordinator – Northwest Arkansas

Objective:

To promote, develop, direct and support USTA Adult League tennis and programs throughout Northwest Arkansas (NWA).

Qualifications:

1. Strong organizational skills (experience in tennis related programs preferred).
2. Excellent written and oral communication skills.
3. Internet access and Computer skills with MS Outlook, Word, Excel, Power Point and Access.
4. Ability to work effectively with a wide variety of people including players, captains, event organizers, tennis facilities/Pros, parks staff, ATA staff and volunteers.
5. Ability to exercise professionalism and discretion in dealing with confidential information.
6. Current member of the USTA.

General Duties:

1. Oversee the development and growth of adult league tennis programs in NWA.
2. Interact with State staff/volunteers involved in adult league tennis to insure continuity of programming.
3. Direct the administration of all adult league tennis programs and services for NWA.
4. Work with the State League Coordinator to establish, maintain, and grow adult league tennis in the NWA communities.
5. Work with players/captains in interpreting league regulations and developing league tennis NWA.
6. Perform other duties relating to adult league tennis as assigned by State League Coordinator (SLC), Executive Director and other State staff.
7. Perform other duties as assigned.

Specific Duties:

1. Generate all administration of NWA local leagues within TennisLink including registration, flighting and match schedules.
2. Develop campaigns to promote & grow USTA Adult League Tennis prior to the start of each season.
3. Work at least Two State Championship tournaments
4. Promote beginner clinics and or Tennis Apprentice.
5. Plan, coordinate, and conduct annual captain's meetings.
6. Follow procedures set forth by USTA, STA, and ATA regarding all rules, appeals, complaints, and grievances.
7. Complete reports as required by SLC.
8. Attend Annual, Semi-Annual meetings as well as any required local league training.
9. Make recommendations for improvements to Adult League program.
10. Develop local league rules and submit to SLC for approval prior to publishing or distributing.
11. Other duties as assigned by SLC and or Executive Director