

USTA Northwest Arkansas Schools and Junior Team Tennis Coordinator

Job Description

The coordinator of USTA Northwest Arkansas (NWA) Schools and Junior Team Tennis will be a full time employee of the Arkansas Tennis Association under the direct supervision of the Executive Director.

Overall responsibility: To coordinate and expand the USTA Schools Program and after school programs in the NWA area, to make new players' first encounters with tennis fun and to retain those players once they have begun playing tennis, as well as serving as the Junior Team Tennis Coordinator for NWA.

Key areas of responsibility:

- Promote tennis and Junior Team Tennis in NWA
- Establish viable school programs and after school programs in NWA
- Work with various organizations, including schools, Parks and Recreation departments, tennis associations, YMCA and Boys & Girls Clubs in an effort to achieve the following:
 - 1) Begin and expand after school and camp programs
 - 2) Begin and promote Junior Team Tennis programming
- Identify and train potential teachers to assist with in-school and after school programs
- Plan and execute various carnivals, Play Days, and end of season events
- Organize Kids Club
- Plan and execute Entry Level tournaments
- Keep database of schools, contacts and equipment
- Execute all duties of a Junior Team Tennis Local League Coordinator
- Attend Arkansas and Southern Junior Team Tennis trainings
- Attend USTA Arkansas Annual and Semi-annual meetings
- Work at the JTT State Championship in Little Rock

Qualifications:

- Possess a positive demeanor and proven customer service skills/orientation
- Must be self-motivated and require minimal direct supervision to achieve goals
- Ability to communicate clearly and concisely with adults and children
- Must have willingness to go before a large group to share program information/instruction
- Flexible schedule as the position does require some travel and some weekend work
- Must have and maintain a valid driver's license and supply proof of auto insurance
- Must possess/demonstrate a tennis ability of a 3.0 NTRP rating or better
- Good organizational skills
- Proficiency in Microsoft Office
- USPTA or USPTR certified not a requirement but recommended
- Must be willing to attend/receive any training the job requires as determined by the Executive Director

Email Resume and Cover Letter to Deanna Garretson at Deanna@ArkTennis.com