



Alabama

1108 Herrington Street
Birmingham, AL 35242

Position Description

Title:	Director of Adult Leagues
Reports to:	Executive Director
Status:	Full Time
FLSA:	Exempt
Work Location:	Birmingham, AL

Job Summary/Purpose

To promote and develop the growth of tennis by directing all aspects of USTA Adult Leagues. Working with the Local League Coordinators, facilities, and other tennis providers to create new and innovative opportunities for adult play while enhancing and expanding established programs.

Duties and Responsibilities

Program Management:

- Audits and approves all local regulations prior to the leagues beginning to avoid conflict with National, Sectional, and State regulations
- Emphasize customer service by speaking to players and/or captains on the phone with inquiries and questions, NTRP promotions, grievances, appeals and other NTRP items.
- Advise and monitor input of all data for NTRP/DNTRP computer ratings.
- Conduct day-to-day operations of all Adult Leagues as needed.
- Coordinate the annual League Coordinator Meeting, including hotel negotiations, purchasing and preparation of supplies, materials, and agendas
- Helps local league players with online registration
- Frequent communication and resource sharing with local areas in implementing new formats to grow adult tennis
- Attend League Captains' meetings throughout the year, as needed
- Conduct Town Hall meetings to create new programs, recruit new players and engage new volunteers – invest time in the cities, towns and neighborhoods
- Advise and support all coordinators, providing the tools to run successful programs

Event Management:

- Manage all facets in pre-planning and post-follow-up for all Alabama Adult League Championships.
 - Identify potential tennis facilities qualified to host State Championships while educating and promoting the financial benefits to the tennis communities by hosting a championship.



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- Organize and administer all teams advancing to the state championship tournaments, including tournament scheduling, championship setup, team registration and team entry fees.
- Ensure accurate information is listed on championship websites.
- Work on communications with host, staff assignments, awards, player and captain gifts, ball ordering and logistics.
- Collaborate with Marketing Department on sponsor-related purchases and activations.
- Assist winning State Championship teams with registration for Section Championships.
- Serve as Tournament Director at all Adult League Championships.

General Administration:

- Serve as first point of contact for general league phone calls and e-mails.

Other:

- Perform other duties as assigned by the Executive Director.

Qualifications

- Excellent customer service skills required
- Excellent organizational and time-management skills required
- Excellent written and oral communication skills required
- Highly motivated self-starter, enthusiastic personality required
- Tech skills up to date – Microsoft Office knowledge required
- Conflict management experience a plus
- Knowledge of tennis, TennisLink and USTA programs preferred

Required Education and Experience

Bachelor's degree required or equivalent experience

- 2 plus years of customer service experience a plus
- Association program experience or event management experience a plus

Work Environment

This position operates primarily in an office setting. The position routinely uses standard office equipment such as computers, phones, photocopiers. At times this position will be offsite at meetings, events and championships.



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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk while offsite. The employee may occasionally lift up to 10-20 pounds.

Position Type and Expected Hours of Work

This is a full-time exempt position. Typical days and core hours of work are Monday through Friday, 8:00 AM to 4:00 PM.

Travel

This position requires travel included but not limited to championships, meetings, and workshops with some requirement of overnight travel. This position requires a valid driver's license.

AAP/EEO Statement

USTA Alabama is an equal opportunity employer.

Supervisor Responsibilities

Currently there are no direct reports to this position.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. USTA Alabama reserves the right to change this description at its discretion.

To apply for the position, please submit resume & cover letter to Jerrie Burns, Executive Director at jerriec@alabamata.com. Only qualified applicants will be contacted. Please no phone calls. The job will be open until filled.