



United States Tennis Association – Kentucky  
8900 Greenway Commons Place, Suite 101  
Louisville, KY 40220

## **JOB DESCRIPTION**

**JOB TITLE:** Coordinator, Youth Programs

**REPORTS TO:** Executive Director

**DATE:** September 7, 2021

### **SUMMARY OF THE POSITION'S PURPOSE**

The Youth Programs Coordinator develops, promotes, and manages youth tennis programs in Kentucky with a primary focus on the Greater Louisville Area. The coordinator establishes cooperative relationships with local schools, tennis facilities, and community organizations to create recreational tennis programs and establish a network of program providers. The Youth Programs Coordinator will also provide support to all youth related tennis programming. This is a full time, exempt position working primarily at the USTA Kentucky Office with some travel required. The position reports to the Executive Director.

### **MINIMUM QUALIFICATIONS**

- **EDUCATION/CERTIFICATIONS** – College degree strongly preferred.
- **EXPERIENCE** – One or more years of community-based, marketing, or non-profit experience. Tennis experience prioritized.
- **SKILLS** – Sales and Marketing skills, including use of social media, to expand the base of program providers and administrative skills to successfully manage programs. Ability to partner with and motivate others to achieve mutually beneficial results. Proficient in Microsoft Office applications.
- **OTHER REQUIREMENTS** – A team first attitude and ability to work in a dynamic environment both internally and externally. Excellent communication and customer service skills are essential. Must be able to work a flexible schedule, some evenings and weekends required. Must pass USTA and any other applicable background screenings.

### **CORE RESPONSIBILITIES AND DUTIES**

- Identify successful recreational program model(s) for schools and community organizations
- Utilize the USTA registration system and resources across school, community partner, and provider networks
- Create sales and marketing programs for expanding recreational programs
- Develop relationships with schools and community organizations to conduct recreational programs
- Administer after school enrichment and community organization-based programs including instructional clinics, leagues, and tournaments. Tasks may include:
  - Conducting tennis training programs so teachers and community program staff can oversee programs
  - Recruiting program participants and instructional staff
  - Managing unique details of each program to assure success
  - Meeting the USTA accountability standards for registering programs and or participants
  - Assisting PE teachers to offer tennis in class.
- Work with community tennis associations to help them expand and create programs:
  - Developing and implementing sales and marketing programs
  - Providing administrative tools
  - Fostering cooperation between organizations
- Assist with local and state events for greater tennis exposure.
- Work with USTA staff at all levels, CTA Coordinators, Facility Managers, and Community Partners, to offer programs to help grow junior tennis.
- Attend tennis related conferences as needed, including SHAPE and FRYSC

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 Kentucky reserves the right to change this description at its discretion.

**Interested applicants should send a resume and letter of interest by September 30, 2021 to [info@ustaky.com](mailto:info@ustaky.com).**