



Manager, Adult Tournaments & Social Play

The purpose of this position is to provide promotion, direction and guidance on adult tournaments and social programs, such as Tennis Apprentice and 18-30 Social Programs, and also to coordinate various projects as assigned by Director of Adult Programs & HR.

Essential Position Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adult Tournaments

- Serve as first point of contact for all adult tournament-related inquiries and questions.
- Increase adult tournament participation by introducing new opportunities for local providers including but not limited to Fast4 one-day tournaments, short court formats, ROGY and other innovative arrangements.
- Market aggressively all USTA Southern Adult Tournament Championships (300 STA events) as well as 250 and 200 STA events by working with Tournament Directors on promotion of event. Develop strategy to reach out to players within a 100-mile radius from particular tournaments.
- Collaborate with the Southern Adult Tournament Competition Committee and state staff on the marketing of and improving on all adult tournaments within their state. Research multi-year history of section tournaments to determine which events need assistance.
- Serve as Tournament Director for the Southern Fast4 National Qualifier series.
- Train new Tournament Directors on TDM software and serve as go-to person for all Tournament Director questions.

Social Programs

- Identify potential hosts and reach out to them on the benefits of Tennis Apprentice, an all-inclusive beginner program aimed at getting to new players to tennis. Coordinate the entire process for Tennis Apprentice, including but not limited to approving applications, organizing tennis racquet mailings, coordinating USTA membership lists and processing bonus fees.
- Create and implement new and innovating programming aimed at the 18-30 age demographic. Serve as staff liaison to the Southern 18-39 Age Demographic Subcommittee.

Other

- Serve as technical services expert for upcoming ClubSpark products.
- Compile needed reports and statistics related to Adult Tournament play.
- Assist the Adult Tennis department with meetings, workshops and/or championships.
- Perform other duties as assigned by the Director of Adult Programs and/or Executive Director.

Competencies

- Excellent communication skills, both verbal and written
- Ability to oversee tennis-related events from start to finish.
- Strong marketing, managerial and organizational skills. Ability to multi-task as position will manage several projects concurrently
- Highly motivated self-starter, enthusiastic personality with desire to promote and grow tennis
- Exemplary customer service skills and willingness to go the extra mile to help our players

**Required Education and Experience**

- Bachelor's degree or equivalent experience.
- Computer experience in MS Outlook, Word, Excel, and Power Point.

Preferred Education and Experience

- TennisLink and/or TDM experience
- Prior NTRP and/or USTA Adult League administration experience

Work Environment

This position operates in a clerical, office setting. The position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. At times, this position will be offsite at state offices, trainings, meetings and events.

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; use hands to finger and reach with hands and arms. The employee may occasionally lift up to 10-20 pounds.

Position Type and Expected Hours of Work

This is a full-time position. Core hours of work are Monday through Friday, 9:00 AM to 5:00 PM but will require hours outside of the core business hours. One-hour unpaid lunch break is provided.

Travel

The position includes travel to select meetings, tournaments and workshops.

AAP/EEO Statement

USTA Southern provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, genetics, or any other status protected by Federal/State laws.

FLSA Status

Exempt

Supervisor

This position will report directly to the Director of Adult Programs & Human Resources.

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply for the position, please submit resume, cover letter and salary expectations to Chris Walling, Director of Adult Programs & Human Resources, at HR@southerntennis.com. Only qualified applicants will be contacted. Please no phone calls. The position will remain open until filled.