



Job Title	Competitive Pathway Director
Reports To	Executive Director
Work Schedule/Hours	Monday-Friday, 9:00am-5:00pm
FLSA Status	Exempt
Job Type	Full Time

**Overview:**

*The primary focus of this position is to manage junior & adult tournaments as well as developing, promoting, supporting future USTA junior & adult events and programming throughout Mississippi, and create new programs of competition that will continue to grow tennis in Mississippi.*

**Objectives:**

- Oversee and all junior and adult USTA sanctioned tournaments in the state of Mississippi
- Connect USTA MS tournaments/Net Generation Tour events to the appropriate host facilities.
- Educate, promote, support, and evaluate the new USTA Junior Competitive Tournament pathway and the Adult Tournament program.
- Assist Executive Director in creation & oversight of statewide junior & adult tournament budget.
- Offer supplemental training opportunities to junior players through camps, programs, and events for additional exposure, as well as beginner adult training aligning with section and national initiatives.
- Serve as staff liaison to Sanctions & Schedules committee, Ranking committee, Junior Tennis Council, Adult Competitive committee as well as the Officials committee.

**Summary of Responsibilities:**

- Develop the adult and junior tournament player base throughout the state, including implementation of pilot programs for prospective players.
- Establish and develop a working relationship with section staff, tennis professionals, clinicians, coaches and related industry trade associations (i.e. PTR and USPTA) to provide the necessary work force to accomplish all USTA programming goals.
- Develop the tournament calendar working with the sanctioning and schedules committee of the all USTA tournaments in Mississippi, while serving as the "support" desk for digital needs & education.
- Check all draw sheet and head tax reports and online draws; contact Tournament Director for any discrepancies.
- Publish as often as necessary the current Adult and Junior rankings/standings, using online ranking system and finalizing year end rankings with the understanding that this will adapt as USTA moves into new digital components.
- Prepare all materials for the Tournament Directors workshop and Officials certification in cooperation with the Officials Chairman, section involvement and national education roll-out.
- Administer Adult Senior Cup and the Southern Junior Cup and travel when possible to support the MS team while managing the budget of the programs.
- Assist juniors and adults in rules and regulations regarding state, sectional and national rankings while educating the player base on any new digital processes and ranking updates.
- Perform other duties as assigned by the MTA Executive Director

- Support/attend several junior and adult tournaments held in Mississippi.

#### Competencies:

- Administrative and organizational skills preferable in tennis related programs.
- Effective use of written and oral communication skills, (i.e. written proposals, public speaking, coach's workshops, board and committee meetings).
- Experience in computer programs and various related skills.
- A strong tennis background including playing, coaching, or teaching experience and tournament/event management.
- Ability to work effectively with a wide variety of people including players, coaches and teaching professionals, parents, event organizers, Community Tennis Associations, facility managers, press, USTA National Staff, STA Sectional Staff, and Mississippi Tennis Association volunteer network.
- Exercise discretion in dealing with players and parents, in particular with regard to standings and rankings.
- USTA Tennis link and TDM experience is desired

#### Education and Experience

- Bachelor degree in Business, Marketing, Sports Management or related field.
- Strong administrative and organizational skills
- Advanced computer skills with MS Outlook, Word, Excel, Access, and Power Point
- Team player mentality; ability to work well with others

#### Preferred Education and Experience

- Tennis background and USPTA/PTR Certification preferred
- Current knowledge of USTA junior/adult programming and tournaments
- Previous experience with running events, preferably with working knowledge of TDM

#### Work Environment and Expected Hours of Work

- Typical schedule spans Monday through Friday, 9:00 am to 5:00 pm, but will require hours outside of the core business hours.
- This position operates in an office setting, but will also include off-site work overseeing tournaments & events and attending meetings, conferences & workshops.

Please note that this position description is not intended to contain a comprehensive listing of duties and responsibilities required of the employee for this job. Mississippi Tennis Association reserves the right to change or assign other duties to the position at any time. To apply for the position, please submit resume, cover letter and salary expectations to Geoff Norton, at [geoffn@mstennis.com](mailto:geoffn@mstennis.com) Only qualified applicants will be contacted. Please no phone calls. The position will remain open until filled.