



Chattanooga Junior Team Tennis Local Coordinator Job Description

**SOUTHERN
TENNESSEE**

Thank you for your interest in filling the need in serving as the Chattanooga Junior Team Tennis Local Coordinator. This position is vital to the success of the USTA Junior Team Tennis (JTT) program and the overall growth of junior tennis and the success of the junior pathway. As a local coordinator, you will have first-hand knowledge of the tennis needs of your community and how to best serve them through the JTT program. Below, is a basic description of what Junior Team Tennis is, what a local coordinator will do, and the skills needed to succeed in this position. You will have a positive impact in the lives of your tennis community!

What is USTA Junior Team Tennis?

USTA Junior Team Tennis brings kids together in teams to play singles, doubles and mixed doubles against other teams. It promotes social skills and important values by fostering a spirit of cooperation and unity, as well as individual self-growth. Also, it's a fun environment for kids in which they learn that succeeding is really more about how they play the game – win or lose.

Expectations as a Junior Team Tennis Local Coordinator:

- Promote/advertise Junior Team Tennis in Chattanooga in cooperative efforts with the USTA Tennessee JTT State Coordinator and the Chattanooga Tennis Association.
- Set the JTT schedule, oversee league play and organize teams.
- Solicit and coordinate captains for teams and committee volunteers for league
- Create local league rules/procedures/guidelines
- Comply with necessary national/southern/state Junior Team Tennis rules
- Learn to navigate USTA Tennis Link web system
- Attend annual Junior Team Tennis Workshop; and other optional training opportunities throughout the year
- Communicate with the state Junior Team Tennis Coordinator on a regular basis

A Junior Team Tennis local coordinator must possess certain skills to succeed in this position.

- Passion for working with youth and recreation sports
- Commitment to the philosophy of Junior Team Tennis
- Willingness to work with state and southern organizations for the betterment of Junior Team Tennis
- Excellent computer skills
- Excellent communication/organization skills with the ability to work within time deadlines
- Resident of state you are working for
- Accessibility to the local tennis community for your league
- Must pass a background screening process

Chattanooga Tennis Association 423-843-2456

email: chatt10s@aol.com

Chattanooga 2015 USTA Mixed Doubles Local League Coordinator Job Description

Purpose: To coordinate all USTA League Tennis activities at the local level for the 2015 Mixed Doubles League Season. Includes Mixed Doubles Leagues for 18&Over, 40&Over, 55&Over, and 65&Over age divisions.

Qualifications:

Strong organizational skills
Strong oral and written communications skills
Working knowledge of the USTA League Tennis program
Ability to access TennisLink online
Current member of the USTA

Essential Job Responsibilities:

- Oversee and administer all local USTA league activities for the 2015 Mixed Doubles League Season.
- Develop a local calendar of events that adheres to the national, sectional and state deadlines and submit to the State League Coordinator for approval.

Calendar should include:

- Informational Meetings
- Team Captains' Meetings
- Roster Deadlines
- Add-on Deadlines
- Local League Season
- Local Play-offs
- State, Sectional and National Championships
- Distribute folders to captains with TennisLink information and regulations (national, sectional, state, local)
- Appoint local Grievance and Grievance Appeal Committees per USTA League Tennis Regulations
- Order awards for local winning teams
- Attend Tennessee's annual Local League Coordinators Training
- Engage in ongoing training with State League Coordinator as necessary
- Identify and resolve local league issues while keeping the State League Coordinator informed of decisions

Reports to: USTA TN State League Coordinator Charla Patrick

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