

## **Employment**

USTA Colorado is currently accepting resumes for a League Coordinator position. Please send Cover Letter and Resume to Anita Cooper ([anita@coloradotennis.com](mailto:anita@coloradotennis.com)).

Job Title: USTA Colorado League Coordinator

Location: 3300 E Bayaud Ave #201, Denver, CO 80209 (Work is on-site)

Full-time, salaried position with benefits

## **Job Summary**

- The League Coordinator position will enhance USTA Colorado's abilities to further develop an already strong and growing Adult & Junior league program in Colorado. The coordinator position will provide the individual the opportunity to promote, administer, communicate, organize and assist with league growth – a long-standing priority of USTA Colorado.
- During a typical day one may be required to manage the following activities for various leagues they're handling: monitoring league registration, scheduling a league, planning and confirming teams for District Championships, responding to captain and facility coordinator questions and requests which come in a steady stream of emails and telephone calls. Some of these tasks require a high degree of concentration, attention to detail and prioritization, and required ability to switch rapidly between different leagues and processes. There are also other standard administrative responsibilities, including but not limited to, preparing materials for Districts, creating reports and analyzing data.

## **Position Characteristics**

### **Administrative Responsibilities**

- Coordinate all phases of the assigned metro-Denver Adult & Junior League programs including: pre-registration, registration, scheduling and playoff tournament(s).
- Effectively manage a high volume of phone calls and emails with players, captains & facility coordinators. Keep supervisors informed of relevant information that transpires.
- Have a detailed understanding and be able to explain all National, Sectional and District League Rules & Regulations and become familiar with Friend at Court (Rules of Tennis) and The Code.
- Work with others within the department to prepare for District Championship events, Committee meetings, Facility Coordinator meetings, Captain's meetings and outlying Area Coordinator meetings.
- Contribute to department goals by accomplishing related duties assigned by League Operations Director and League Programs Director.

### **Technical Responsibilities**

- Draft, edit and prepare correspondence, spreadsheets or reports using MS Outlook, MS Word, MS Excel and/or MS Access.
- Assist players and facility coordinators with administrative issues regarding USTA's TennisLink.

### **Organizational Relationships**

- This position reports to the League Operations Director and League Programs Director but requires a strong working relationship with team members throughout the department and organization.

## **Required Skills**

### **Administrative Skills**

- Proven ability to plan, manage and execute multiple tasks simultaneously with exceptional attention to detail and on a deadline.
- Excellent problem solving and analytical skills, including the ability to analyze situations, decision making skills, organizational skills and critical time management skills.

### **Communication & Interpersonal Skills**

- Self-starter, self-confident and assured in personal abilities.
- Provides for smooth day-to-day flow of communications within the department.
- Ability to get along with people at all levels of the organization.
- Effective oral and written communication skills and the ability to explain information clearly to a wide variety of recipients.
- Ability to deal with a range of customers (such as players or facility coordinators) in a helpful and courteous manner, providing clear and correct information, and the awareness of knowing when to pass an enquiry on to department leaders
- Must be able to manage information with a high level of confidentiality.

### **Technical Skills**

- Computer (PC) skills to use web-based programs such as TennisLink. Proficient with Microsoft Office programs such as MS Word, MS Outlook, MS Excel, & MS Access.

### **Education Experience Requirements**

- College degree or equivalent experience.
- Tennis player, preferred (any level).
- Performance Driven & Accountable: Has high performance standards and is very self-motivated.
- Team Oriented: Aware of role and what must be done in order to help the department and organization achieve their goals.

*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.*