

JOB TITLE:	Junior Tennis Director	JOB TYPE:	Full Time
POSITION REPORTS TO:	Executive Director	PAY GRADE: 16	
FLSA STATUS:	Exempt		

SUMMARY OF POSITION'S PURPOSE

Responsible for the administration & promotion of junior recreational programs & junior competition in Louisiana.

MINIMUM QUALIFICATIONS

- **EDUCATION/CERTIFICATION** – High school diploma
- **EXPERIENCE** – 5 years experience in a service related field, preferably in a junior competitive environment
- **SKILLS** – Basic level knowledge of tennis. Intermediate level of computer knowledge with a specific, basic knowledge of Microsoft Office Suite

OTHER REQUIREMENTS – Attendance required at LA State Junior Qualifying, two(2) LA sanctioned junior tournaments, state Junior Team Tennis tournament, sectional Junior Team Tennis tournament(optional), state and sectional Junior Team Tennis training workshops and travel associated with the promotion of junior programming

DUTIES AND RESPONSIBILITIES FOR JUNIOR COMPETITION:

- Provide current junior competition information including regulations to parents, players and coaches through the LTA website, e-mail communication and telephone
- Serve as staff liaison to Junior Tennis Council and assist JTC chairman with scheduling conference calls, preparing minutes and confirming JTC recommendations are reviewed by LTA Executive Committee
- Serve as Louisiana liaison to Southern Tennis Association on monthly conference calls and e-mail communications
- Assist JTC in selection of Southern Closed and Southern Junior Cup and notify parents/players of final selection lists
- Attend LA State Junior Qualifying Tournament to: monitor tournament, meet with parents, players and coaches, and distribute information on Southern Closed event
- Catalog all code violations received from sanctioned tournaments & publish to Junior Tennis Council monthly
- Provide monthly database update of LA parents/players to Executive Director(for LTA official use only)
- Provide LTA Webmaster current Junior Competition information as needed
- Monitor all junior competition activity in Louisiana through the Junior Tennis Council
- Generate monthly junior & adult standings and year end rankings
- Record all LTA QuickStart equipment for lease and purchase additional equipment
- as provided by the LTA Finance Committee

DUTIES AND RESPONSIBILITIES FOR JUNIOR TEAM TENNIS

- Develop & promote multiple Louisiana Junior Team Tennis programs working in collaboration with the Community Tennis Associations and public & private tennis facilities
- Organize & conduct annual state USTA Junior Team Tennis workshop with local league coordinators
- Represent LA at sectional USTA Junior Team Tennis events & meetings such as monthly conference calls, sectional championships and sectional coordinator training
- Oversee local marketing strategies working with state marketing director, Community Tennis Associations, Community Coordinators & local Junior Team Tennis coordinators
- Establish annual timelines for local and state programs
- Provide LTA Webmaster current Junior Recreational information as needed

DUTIES AND RESPONSIBILITIES FOR JUNIOR TEAM TENNIS CONT'D

- Recognition of volunteer awards annually
- Organize & conduct state Junior Team Tennis tournament in accordance with national, sectional and state regulations

GENERAL RESPONSIBILITIES

- Maintain department budget
- Provide courteous and prompt service to all internal and external customers. Prioritize and address requests and assignments in a professional manner to develop cooperative relationships and to ensure customer confidentiality
- Identify opportunities and recommends\ methods to improve service, work processes and financial performance, e.g. expense management. Assist in the implementation of quality improvement initiatives
- Assists co-workers in the completion of tasks and assignments to ensure continuity of service
- Orient new co-workers and actively support teamwork throughout the organization
- Perform other services as required

****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. The Louisiana Tennis Association reserves the right to change this description at its discretion.

SEND RESUME TO JOBS@LOUISIANATENNIS.COM – NO PHONE CALLS, PLEASE!