



Job Title	Junior Tennis Coordinator
Reports To	Director of Junior Tennis & Executive Director
Work Schedule/Hours	Monday-Friday, 8:00am-5:00pm
FLSA Status	Non-Exempt
Job Type	Full Time

Overview:

The primary focus of this position is to increase junior participation in tennis by developing, promoting, maintaining, and supporting USTA junior events and programming throughout Tennessee.

Objectives:

- Oversee and grow the Rally Cats beginner tennis program across the state.
- Connect USTA TN schools programming, after-school instruction and training opportunities.
- Develop, communicate, and document a clear pathway of participation for entry-level players in schools, after-school programs, Parks and Recreation departments, Community Tennis Associations, and private facilities.
- Assist Finance Director in creation & oversight of Rally Cats & schools program budgets.
- Develop relationships with tennis professionals, facility managers, and tournament directors to promote and build USTA tournaments and special events.
- Report to the Director of Junior Tennis in executing the junior program objectives of USTA TN.

Summary of Responsibilities:

- Lead, motivate, and develop Rally Cats Coordinators to promote and grow junior programming in local communities.
- Track numbers for junior play in Tennessee and ensure numbers are aligned with state, sectional, and national goals for junior play.
- Utilize TennisLink to setup junior programs that capture participation in a variety of formats (leagues, tournaments) and count toward USTA TN funding goals.
- Maintain open and regular communication with USTA TN Director of Junior Tennis.
- Oversee, communicate with, train, & evaluate Rally Cats League Coordinators and organizers to ensure consistency of service and quality of USTA products.
- Work with local providers to attract new junior players and provide quality programs, with a focus on youth progression and 10 & Under play.
- Serve as a resource for junior players, parents, and coaches in the competitive system, with a focus on the Youth Progression and 10 & Under play.
- Submit updated goals and activity reports to USTA TN Director of Junior Tennis as requested.
- Work in a cooperative manner with all community, state, sectional, and national staff as well as volunteers.

- Cultivate relationships with volunteers who can assist at USTA TN junior events, and maintain a database of volunteer contacts.
- Assist Director of Junior Tennis in planning, organizing, and executing any USTA TN hosted junior events.
- Assist Director of Junior Tennis in planning, organizing, and executing the annual Tournament Directors workshop.
- Assist Director of Junior Tennis with weekly tournament processes.
- Timely prepare and submit grant accountability reports for junior program grant funds received by USTA TN.
- Recruit and develop new Rally Cats leagues and teams in target markets as identified by the Executive Director.
- Develop and distribute a series of best practices template documents which may be used by Rally Cats Coordinators for league management.
- Timely respond to questions and requests for assistance from Rally Cats Coordinators and customers.
- Actively promote junior tennis opportunities for diverse participants, instructors, and volunteers.
- Perform other duties as assigned by Executive Director.
- Increase PE programs/After school programs in the Tennessee School system by working with local partners to gain access to schools, conduct workshops, and organize follow up for continued programming.
- Develop and maintain relationships with school administrators.
- Create and maintain an annual schedule of schools workshops.
- Oversee the scheduling and execution of Early Development Camps and other high performance training workshops.
- Recruit, promote, and assist Net Generation registrations for schools & school partners.
- Assist in the recruitment and training of volunteers for additional mentoring and coaching opportunities for all player pathway programming.
- Develop and assist facilities and CTAs to organize entry level play opportunities for the beginner junior base through clinics, play events, and Entry-Level Tournaments.
- Provide a clear pathway for entry-level players to advance to higher levels of junior competition.
- Support and work with the Community Tennis Manager to promote schools, after-school programs, JTT and entry-level tournaments to the beginner-intermediate player base.
- Assist as needed in other aspects of player development by providing support to teaching pros, coaches, recreation directors, and junior players in the USTA player pathway.
- Manage budgets for programs.
- Serve as staff liaison to USTA TN junior committees.
- Serve as needed with coaching and training at state workshops and camps.
- Thoroughly document policies and procedures related to program areas & projects.

Competencies:

- Presentation skills, particularly to large groups of people, providers, facilities
- Excellent oral and written communication skills
- Highly-motivated, organized, enthusiastic, and passionate about growing tennis
- Exemplary customer service skills, professionalism, and ability to be impartial
- Ability to think creatively and innovate outside the box
- Ability to balance day-to-day, operational tasks with long-term, big picture goals
- Ability to learn, understand, and navigate TennisLink and other USTA software/systems

Required Education and Experience

- Bachelor degree
- 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

- Current knowledge of USTA junior programming and tournaments
- Previous experience with running events (tournaments, leagues, and training sessions)
- Working knowledge of TDM/TennisLink
- Tennis background and USPTA/PTR Certification
- USTA Junior Tournament experience as a player/customer.

Work Environment and Expected Hours of Work

- Typical schedule spans Monday through Friday, 8:00 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 conferences & workshops.
- Multi-day, overnight travel will be required on an as-needed basis.

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. USTA TN reserves the right to change or assign other duties to the position at any time

Interested applicants, please submit a resume and cover letter to Kim Wilson at TNOffice@ustatn.com by March 16th, 2018.