



USTA Georgia Job Posting – Junior Team Tennis (JTT) Coordinator

The purpose of this position is to provide USTA Georgia and its network of Community Tennis Associations, JTT local league coordinators (LLC's), captains and players of all levels support & expertise.

Essential Position Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Staff liaison to Junior Team Tennis Committee. Executing Committee directives & policies.
- Manage and utilize Junior Team Tennis promotional & training budgets
- Maintain and update Junior Team Tennis communication vehicles, including but not limited to the USTA Georgia website and social media platforms
- Communicate with and service various interest groups, including CTA leadership, local league coordinators, captains and players
- Create and facilitate LLC trainings as needed. Conduct annual sessions at the USTA Georgia Community Tennis Development Workshop (normally held in February).
- Establish a strong working relationship with USTA Southern Junior Team Tennis Manager
- Tournament Director for USTA Georgia Junior Team Tennis State Championships
- Work closely with tournament directors of USTA Georgia JTT Regional championships
- Work collectively with the Director of Competition to facilitate the Junior Team Tennis pathway within the USTA Net Generation Play Tracker for 10 & under players
- Perform other duties as assigned by the Senior Director of Adult & Junior Leagues

Competencies

- Highly motivated self-starter, enthusiastic personality with desire to promote and grow tennis
- Excellent communication skills, both verbal and written. Exemplary customer service skills.
- Basic proficiency of Microsoft Office products (Excel, Outlook, Word, etc.)
- Embracing of a teamwork environment, with a desire to assist all USTA Georgia staff with their tasks/needs
- Strong administrative and organizational skills. Ability to multi-task as position will manage several projects concurrently.
- Tennis experience and background is desirable

Required Education and Experience

- Bachelor's degree

Preferred Education and Experience

- Years of experience in tennis administration is a plus. Experience within the Junior Team Tennis program (administrator, captain, etc.) is preferred.

"TO PROMOTE AND DEVELOP THE GROWTH OF TENNIS"

116 MARBLE MILL ROAD, MARIETTA, GA 30060

404-256-9543 P | 404-255-5403 F

WWW.USTAGEORGIA.COM

**Work Environment**

This position operates in a clerical, office setting. The position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. At times, this position will be offsite at trainings, meetings and events. In addition, the candidate will have the opportunity to telecommute in accordance with USTA Georgia policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk while offsite. The employee may occasionally lift up to 10-20 pounds.

Position Type and Expected Hours of Work

This is a full-time exempt position. Typical days and core hours of work are Monday through Friday, 8:00 AM to 4:30 PM, with one day off every two weeks, but may require hours outside of the typical days and core business hours. Thirty minute unpaid lunch break is provided.

Travel

The position requires travel including but not limited to meetings, events and workshops. This is within the state of Georgia as well as occasional out-of-state travel. In addition, the candidate should be open to travel and work on selected nights and weekends.

AAP/EEO Statement

USTA Georgia is an equal opportunity employer.

Supervisors

This position will report directly to the Senior Director of Adult & Junior Leagues.

Other Duties

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.

Salary Range

The salary range for this position is \$40-45K, depending on the qualifications of the applicant. In addition the position includes a comprehensive, competitive benefit package (after 90 days).

To apply for the position, please submit resume & cover letter to Dave Bain, Senior Director of Adult & Junior Leagues at bain@ustageorgia.com. Only qualified applicants will be contacted. Please no phone calls. The deadline to submit resumes is close of business on Friday September 10th.

"TO PROMOTE AND DEVELOP THE GROWTH OF TENNIS"

116 MARBLE MILL ROAD, MARIETTA, GA 30060

404-256-9543 P | 404-255-5403 F

WWW.USTAGEORGIA.COM