



## INTERMOUNTAIN UTAH

### Utah Tennis Association is Hiring

#### Tournament Site Desk Manager job description:

- Minimum 18 years of age
- Complete USTA Net Generation registration, which includes Safe Play training and background check
- Responsible for managing a tournament site desk, preferably for the entirety of a tournament
- Expected to work non-traditional hours, nights and weekends
- Print off the daily match schedule provided by Data Entry contact
- Check in players and assign matches to courts
- Report match scores promptly to Data Entry contact via text
- Ensure all supplies, cases of tennis balls/trophies are at the tournament desk (must be able to lift a case of tennis balls)
- TSDM will be expected to have a working knowledge of tennis Rules and Regulations and may serve as a court monitor for younger divisions
- TSDM will need access to a printer and a cell phone to communicate with Tournament Director and Data Entry contact
- Pay \$12-\$15/hour depending on qualification. Compensated for training.

UTA seeks to hire a pool of TSDM's to be available to work throughout the year. The first major event for which we need TSDM's is the Chasebrook Harry James Memorial Jr IceBreaker and the Albion Adult Icebreaker April 28-May 5<sup>th</sup>.

If interested, please contact Laurie Lambert at [llambert@utahtennis.com](mailto:llambert@utahtennis.com) or Robin Wise at [rwise@utahtennis.com](mailto:rwise@utahtennis.com).