



USTA Georgia Job Posting – Competition Coordinator

The purpose of this position is to provide USTA Georgia and its network of Tournament Directors, Referees, Players & Coaches of all levels support and expertise.

Essential Position Responsibilities

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

- Staff liaison to Adult Competition, Junior Competition, Junior Selection & Grievance Committees
- Working with Sanction & Schedule committee to optimize the USTA Georgia tournament structure & schedule on a yearly basis
- Executing committee directives and policies
- Co-Supervisor of the NTRP & Ranking Coordinator position
- Manage and utilize competitive department budgets
- Maintain and update competitive communication vehicles, including but not limited to the USTA Georgia website
- Coordinate the Youth Progression pathway for 10 & under tournament play
- Communicate and service various interest groups, including Tournament Directors, Referees, players, parents and coaches in competitive matters
- Project lead for USTA Georgia player development camps, clinics and team events
- Perform other duties as assigned by the Executive Director

Competencies

- Highly motivated self-starter, enthusiastic personality with desire to promote and grow tennis
- Excellent communication skills, both verbal and written
- Embrace of a teamwork environment, with a desire to assist all USTA Georgia team members with their tasks/needs
- Strong administrative and organizational skills. Ability to multi-task as position will manage several projects concurrently
- Exemplary customer service skills
- Tennis experience and background is preferred

Required Education and Experience

- Bachelor's degree
- Basic knowledge and experience with the USTA junior competition philosophy & structure.

Preferred Education and Experience

- Years of experience in tennis administration is a plus. A strong tennis teaching or coaching background is preferred.

"TO PROMOTE AND DEVELOP THE GROWTH OF TENNIS"

116 MARBLE MILL ROAD, MARIETTA, GA 30060

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**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.

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 Executive Director.

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.

To apply for the position, please submit resume & cover letter to Darren Potkey, Executive Director at potkey@ustageorgia.com. Only qualified applicants will be contacted. Please no phone calls. The deadline to submit resumes is close of business on Friday July 14th.

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