| **Position Description** | | | |
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| **Position Title** | USTA Junior Team Tennis (JTT) Area League Coordinator (ALC)-part time position | | |
| **Purpose Of Position** | To coordinate and register multiple USTA Junior Team Tennis play opportunities for children ages 6-18 of all skill levels in local communities via a small commission of volunteers | | |
| **Major Duties** | To facilitate & lead a commission of at least two (2) people to assist with the coordination  and delivery of a local JTT league with the following major duties:   * Collaborate & communicate closely with Youth Play Manager & TSR * Create & manage a JTT league operating budget * Design JTT local league parameters with commission and provider input * Set up & monitor online JTT league registration via TennisLink system * Utilize available marketing pieces to promote local league program/registration * Offer team captain & parent communication portals and education opportunities, including ensuring any necessary background checks are completed early as mandated by USTA * Facilitate player & team placement as necessary * Create & publish schedule of match play * Order & disseminate player or league needs such as balls, trophies, etc. as needed * Be accessible during JTT match days to facilitate match play * Coordinate pre & post season promotional JTT events as necessary * Promote & push teams to attend end of season Team Tennis Challenges (if available) * Plan & map out future seasons of team tennis play to sustain program momentum | | |
| **Relationships** | * USTA New England and State Association BOD * Tennis Service Representative * Multiple tennis facilities and youth organizations * Youth tennis providers * Potential sponsors | | |
| **Travel Demands** | * Mostly local / community travel for recruiting, promotions and match day purposes | | |
| **Qualifications / Competencies** | * Positive and patient customer service skills required * Exceptional organization and administration skills * Computer program / internet savviness required (registration, social media) * Experienced with budgeting and financial flow * Ability to delegate tasks/assignments to others * Ability to lead a team(s) of volunteers * Ability to influence others * Positive and regular communicator with everyone involved * Long range planning and vision skills are a plus * Sales skills are a plus * Tennis knowledgeable is a plus | | |
| **Updated** | September 2017 | **Reviewed By** |  |