| **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
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| **Relationships** | * USTA New England and State Association BOD
* Tennis Service Representative
* Multiple tennis facilities and youth organizations
* Youth tennis providers
* Potential sponsors
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| **Travel Demands** | * Mostly local / community travel for recruiting, promotions and match day purposes
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| **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
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| **Updated** | September 2017 | **Reviewed By** |  |