

POSITION DESCRIPTION

District League Coordinator of Adult Leagues — USTA Missouri

USTA Missouri seeks an experienced individual to serve as the District League Coordinator (DLC) for adult leagues. The position will remain open until filled by a suitable candidate. The first date of consideration is December 15, 2025. The first date of employment is January 1, 2026 or another date agreed on by the USTA Missouri Executive Director or Board of Directors.

Purpose: Effectively manage, promote, and oversee adult leagues in USTA Missouri in accordance with USTA and Missouri District regulations within the Missouri Valley (MV) section, under the guidance of the USTA Missouri Board of Directors.

Duties and Responsibilities: Plan, manage and perform all administrative and clerical tasks necessary for the operation of the USTA Adult League Tennis Program in the Missouri District. The DLC should be the expert in USTA Missouri and Missouri Valley rules and regulations.

The District League Coordinator (DLC) reports to the USTA Missouri Executive Director and is subject to annual review. The DLC will function as the liaison between the MV Adult League Manager and USTA Missouri local leagues/local league coordinators (LLCs).

Specific duties include but are not limited to:

1. Set up and administer USTA League Tennis in the Missouri District with the goal of exceeding participation objectives in a sustainable manner and while creating an environment of fun and competitive tennis.
2. Coordinate USTA League Tennis activities within the assigned league type and level. Increase participation in league tennis by servicing current league tennis programs, promoting and developing current league programs and new league programs.
3. Work with the MV Adult League Manager to coordinate advancement of local teams to section and/or national championships and host section championships at facilities within district boundaries.
4. Establish strong relationships within the local delivery system including tennis and non-tennis facilities, organizations, and volunteers.
5. Work in conjunction with Missouri District staff, local volunteers, local tennis facility owners and managers, Park and Recreation leaders, collegiate administrators, CTA administrators, and other organizations who share similar interests in an effort to promote USTA League Tennis.
6. Support the NTRP Computer Rating Program by developing and implementing standards and procedures to ensure USTA rules and regulations for ratings and self-ratings are followed and enforced.

7. Assist LLCs with USTA rules interpretation, grievance procedures, and other administrative issues which may arise in the performance of their duties.
8. Provide support to local facilities to increase participation and retention of league players.
9. Create league schedules to be published in TennisLink and establish the dates for all league matches to be completed.
10. Recruit and train captains for adult leagues. Hold captains meetings prior to league start dates.
11. Maintain regular contact by phone and email with captains and LLCs. Answer emails and phone calls in a timely manner.
12. Make court reservations with local facilities hosting district league matches and district or section championships.
13. Organize and coordinate district or section championships.
14. Serve as a voting member on the district adult league play committee.
15. Assist on other committees (e.g., annual awards) as necessary.
16. Participate in monthly calls with the MV Adult League Manager and other DLCs in the Missouri Valley section and attend all district staff meetings.
17. Attend the annual meeting of the Missouri Valley section and other scheduled training and events.
18. Other duties as assigned by the executive director or board of directors.

Qualifications:

- Strong tennis background and enthusiasm for the sport
- In-depth knowledge of USTA Adult League rules and regulations at the district, section, and national level
- Outstanding organizational and administrative skills
- Excellent written and oral communication and skills
- Familiarity with local, regional, and national USTA League rules and regulations
- Ability to mediate, negotiate, and resolve conflicts
- Flexible schedule with evening/weekend availability
- Professional demeanor
- Proficiency in Microsoft Word and Excel

Compensation for this position is a monthly stipend with additional incentive pay for adult league participation. At the discretion of the ED and subject to the approval of the board, the DLC may be eligible for additional performance-based pay.

To apply, send a letter of interest to:

Leslie Echols
USTA Missouri Executive Director
ustamissouridirector@gmail.com