



MISSOURI VALLEY

Position Description

Title:	Play & Competition Coordinator
Reports to:	Managing Director, Play & Competition
Status:	Full-Time
Location:	Hybrid - Section office (Prairie Village)/Home Office or Remote - within Section
Work Schedule:	Monday - Friday, with some weekends and nights
Salary Range:	\$50,000 - \$55,000, depending on experience

Position Summary:

Coordinate, administer, and enhance the Play & Competition Division within USTA Missouri Valley. This includes managing Adult and Junior programs and tournaments, USTA Leagues, USTA Coaching, and Player Development initiatives.

Essential Duties and Responsibilities:

- **Administrative Support**
 - Perform monthly reporting for Juniors, Adults, and Leagues, utilizing Tableau and Tennislink - Leagues.
 - Manage the Bid Process - including preparing bid information, sending out and managing the contract process, and managing the sanction process for all tournaments (reviewing setup, homepage).
 - Create and update Tournament/Event Schedules (Junior, Adult, Leagues), covering Adults (tournaments + leagues) and Juniors (tournaments + JTT).
 - Prepare materials before events - League Section Championships, JTT, TOC
 - Coordinate communication to the Leagues, Adults, and Sanction and Scheduling committees.
 - Manage and collect data for Adult Tournament initiatives
 - Collect and track data for section grants.
 - Perform School Tennis/Community Provider follow-up.
 - Create and maintain a coach database.
 - Coordinate with CECs and host sites before Coach Workshops.
 - Assist with development camp and section camp logistics.
 - Assist and coordinate logistics with Girls Rule the Court sites.
 - Assist with activation logistics..
- **Logistical Support**
 - Serve as the On-site Section Point for the League Section Championship Event, as needed
 - Assist with Tennis on Campus (TOC) events.
 - Assist with other events as assigned by the Director.

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MISSOURI VALLEY

Organizational Relationships:

Tennis teaching professionals, tennis facilities/clubs, USTA Missouri Valley members, Parks and Recreation personnel, schools, retailers, manufacturing reps, service organizations, Community Tennis Association leaders, volunteers, Section staff, District staff

Travel:

Travel within USTA Missouri Valley to meetings and events

Qualifications:

- Experience in the sport of tennis
- Safe Play Certified
- Strong organizational skills
- Excellent communication skills
- Ability to work nights and weekends
- Proficient in Google Suite
- Understanding of USTA Rules and Regulations
- Knowledge of tournament administration, Serve Tennis and TennisLink, preferred

Equipment | Training (provided by USTA Missouri Valley)

- Training provided by USTA Missouri Valley
- Administrative access to Serve Tennis

Equipment Needs (provided by Play & Competition Coordinator):

- Laptop or tablet
- Cell phone and reliable service coverage
- Reliable internet access
- Reliable transportation

Submission Process & Deadline:

Please email completed [application](#), resume and 3 references to resume1@movalley.usta.com by **Friday, March 6**. Please direct any questions to Marissa Moment Brown at brown@movalley.usta.com.