



TITLE:

Manager, Junior Competition

REPORTS TO:

Senior Director, Competitive Tennis

PURPOSE OF POSITION:

To lead USTA Eastern in the strategic goal of increasing junior participation in the section through Junior tournaments and various other play opportunities. Manage, enhance and develop junior competition within the section, including but not limited to tournaments, and rankings. Develop partnerships with tennis providers such as clubs, community based organizations throughout the Section to help increase junior participation and enhance the tournament experience. Collaborate to develop and integrate all junior programming into the USTA Eastern Junior Competitive Pathway.

SPECIFIC RESPONSIBILITIES (including but not limited to):

- Monitor all junior tournaments, meet high quality standards and are delivered consistently across the section, adhering to all USTA Eastern regulations.
- Manage and administer all aspects of Junior tournaments, including but not limited to, Serve Tennis and Tournament Desk support, and scheduling assistance.
- Provide customer service and support to tournament directors, players and parents.
- Manage eligibility for players, and seeding and selection for required tournaments.
- Develop tournament director and parent educational tools and resources, including printed and digital materials, and webinars or on-site trainings.
- Create and manage a yearly Junior Tournament Schedule for Eastern that aligns with the national schedule, and increases the entry level tournament offerings.
- Recruit facilities and tournament staff to host sanctioned tournaments and work with them to set aside the appropriate number of courts.
- Design a tournament director mentorship program/train the trainers program, requiring work on site at tournaments, shadowing and hands-on training.
- Maintain & track junior tournament participation, including support to innovative programs to encourage growth.
- Collaborate with marketing to administer junior tournament webpages and other printed and digital outreach materials.
- Collaborate & communicate closely with the various departments in Eastern as well as fellow section and national counterparts, and other industry leaders to administer and develop the junior competitive pathway.
- Work closely with various competitive programs to prepare, and organize Junior award ceremonies, college showcase days, sportsmanship initiatives, Team USA Camps and any other events that apply.
- Manage all sportsmanship & grievance and appeal processes.
- Serve as staff liaison to the junior competition committee and respective subcommittees.
- Adhere to program budgets.
- Perform other duties as assigned by the Senior Director, Competitive Tennis.

SKILLS/QUALIFICATIONS:

- Proven managerial and organizational experience.
- Excellent oral and written communication skills.
- Strong computer skills, including Google Suite.
- Minimum 4 year college degree and previous experience in related areas; not for profit, event planning, sports, education.
- Strong customer service skills and a proven ability to accurately communicate, under stressful or demanding conditions.
- Ensures a positive attitude and team orientation.
- Ability to use independent judgment and discretion to make decisions designed to achieve company expectations and goals.
- Knowledge of tennis and USTA Eastern programs is a plus.

TIME/TRAVEL COMMITMENT:

This is a full-time staff position based in the Eastern office with the flexibility to work from home. A set amount of evening/weekend work and travel is required. Employee will also travel to designated USTA and Eastern workshops, meetings, tournaments and events as appropriate to fulfill responsibilities.

This description is intended to describe the type of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required to be performed by the employee.