



TITLE:

Community Tennis Coordinator, New Jersey & Southern (CTC)

REPORTS TO:

Manager, Community Tennis Coordinators, and Director, Schools & Community Tennis

PURPOSE OF POSITION:

The primary focus of the Community Tennis Coordinator (CTC) is to assist in the pursuit of USTA Eastern's mission, help stimulate demand for the sport, and facilitate an increase in overall participation within the designated regions and throughout the Section. CTC's provide customized service and support to help local tennis providers and organizers achieve success. CTC's will also identify and facilitate partnerships with non-tennis entities to help grow the sport. Furthermore, they will be expected to work closely with their respective Regional Council to advance Regional and Sectional priorities.

SPECIFIC RESPONSIBILITIES (including but not limited to):

- Conduct regular prospecting, outreach, and meetings with tennis providers and organizations designed to increase participation and play frequency;
- Promote "key" USTA and industry initiatives to local providers;
- Share relevant program information, marketing materials, grant information, and other resources with providers;
- Represent USTA Eastern by attending, coordinating, and/or assisting with workshops, events, and meetings;
- Work in a positive and cooperative manner with all USTA Sectional, Regional, and National staff and volunteers;
- Administrative reporting, data entry, meetings (virtual and in-person), webinars, training, and professional development as required. Listen and respond to provider needs;
- Help identify local tennis advocates who excel at delivering tennis in clubs, parks & recreation facilities, and schools (including colleges/universities) to promote alliances and facilitate mentorships involving these leaders.
- Promote, organize, and support the growth of tennis via youth and adult play opportunities. Examples of youth tennis programs: team based play formats in recreation spaces or grassroots areas. Examples of adult tennis programs: supervised match play (drop in), battle of the parks, or find your level events
- Improve tennis infrastructure within the CTC's regions.
- Actively promote tennis opportunities for diverse participants, coaches, and volunteers.
- Contact and develop a working relationship with community based organizations including but not limited to: YMCA/YWCA, Boys and Girls Clubs, PAL, etc. Collaborate with other organizations such as NRPA, AHPERD (SHAPE), Special Olympics, USPTA, and PTR.
- Lead and organize sessions at the Eastern Tennis Conference and similar events.
- Attend all required staff and departmental meetings.
- As needed and requested by the Executive Director, Director of Schools & Community Tennis, and/or Manager, CTC's, complete and provide required reports (including CTC Monthly Report, Expense Reports [monthly], etc.) in a timely manner.
- Advocate and support the USTA Eastern section office in a positive way.
- Perform other duties as assigned and approved by Manager, CTCs and Director, Schools & Community Tennis.

Internal Relationships:

- Within the USTA Eastern Section, work with all members of the following departments:
 - Marketing and Communications
 - Competitive
 - Diversity, Equity & Inclusion
 - Finance and Technology
 - Administrative
- Within the designated regions, work with all members of the Regional Council
 - CTC's must attend/participate in regularly scheduled Regional Council meetings
- Work with USTA Eastern volunteers and Executive Board members as needed

External Relationships:

The CTC will build relationships with leaders at schools, tennis facilities/clubs, Community Tennis Associations (CTA), park & recreation departments, National Junior Tennis & Learning (NJTL) chapters, service organizations, retailers, manufacturing representatives, and with non-tennis entities in an overall effort to grow the game.

Travel Demands:

- Required travel within designated geographic areas.. Examples of required travel include site visits, meetings, to coordinate events, to coordinate/assist at Eastern led programs, and for business purposes as needed. (primarily assigned regions, but with occasional travel outside the regions)
- Local, Sectional, and National meetings and workshops as needed and assigned.

SKILLS/QUALIFICATIONS:

- College Degree required or minimum 5 years customer service and business experience.
- Proven knowledge of USTA section programs and tennis a plus.
- Highly motivated self-starter, enthusiastic personality with desire to promote and grow tennis
- Be able to work collaboratively as part of a team and to also work independently from the home office.
- Excellent administrative and organizational skills required.
- Computer experience in Google, Word, Excel, PowerPoint, Tableau, Concur.
- Excellent communication and presentation skills, both verbal and written.
- Previous experience in event coordination is a plus.
- Able to meet the travel demands and work weekends.
- The ability to adapt and change.
- Strong customer service skills.
- A strong tennis background and residence in an assigned region is preferred.

Working Conditions: Full time. Work remotely and some office hours as assigned, some nights and weekends. Salary Range \$54,400-\$59,500.

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 by the employee.