



Nebraska Youth Pathway Coordinator – Job Description

Title:	Nebraska Youth Pathway Coordinator
Reports to:	Nebraska Executive Director
Status:	Part-Time or Contractor
Location:	Home office
Work Schedule:	Hours vary, Zoom trainings, phone conferences with providers during the week, with some weekend and nights

Position Summary:

To assist Nebraska in its mission to promote and develop the growth of youth tennis by coordinating, implementing and delivering play opportunities in the local community.

The Nebraska Youth Pathway Coordinator will work with the Nebraska youth staff and volunteers and Section staff to create, implement and deliver the full spectrum of youth USTA Net Generation Pathway including Team Challenges and Junior Circuit events. Assist parents of players with Net Generation Play Tracker.

Essential Duties and Responsibilities:

- Develop, promote, manage, and implement a Nebraska-wide competitive Net Generation Pathway Circuit.
- Manage all Net Generation Pathway schedules, sanctions, events, eligibility, tournament directors, coaches and parent education, distributions and point tracking.
- Schedule at least 2 Junior Circuit Events (per ball color) per month in the spring, summer, and fall seasons and 1 Junior Circuit Event (per ball color) in the winter season.
- Schedule at least 1 USTA Team Challenge (per ball color) per month.
- Update and approve Net Generation Pathway Junior Circuit sanctions, maintain communication with parents, coaches, and providers
- Attend events as assigned including any events within the district.
- Participate in continuing education and trainings at any section or national workshops or seminars
- Communicate with Tennis Service Representative (TSR) and Section staff
- Monthly reporting to USTA Nebraska Executive Director and Executive Committee
- Attend and host meetings as assigned by USTA Nebraska Executive Director
- Complete online 10 & Under Workshop
- Learn Tournament Director software, Serve Tennis
- Run Net or Junior Circuit Events when necessary

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, District staff

**Travel:**

Limited travel within Nebraska to attend District and Section meetings and trainings.

Qualifications:

- Experience in the sport of tennis
- Strong sales skills
- Excellent communication skills
- Knowledge of tournament administration, a plus
- Completed Coach Youth Tennis online courses, a plus
- USPTA/PTR certification, a plus
- Previous experience with 10 and Under tennis play format, a plus
- Ability to work some nights and weekends
- Proficient in Microsoft Office products
- Understanding of USTA Rules and Regulations

Equipment | Training (provided by USTA Missouri Valley)

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

Equipment Needs (provided by Competition Coordinator):

- Laptop or tablet
- Reliable internet access

Please submit your resume and cover letter to lisathomasusta@icloud.com before May 5th, 2021.