

# Social League Events Coordinator

Supervisor: **Social Play Manager** | Status: **Seasonal without benefits** | Date Modified: **12/18/25**

## **JOB SUMMARY**

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The Events Coordinator should preferably be based in the greater Boston area and will primarily aid the Social Play Manager on site at events and leagues throughout Eastern Massachusetts. Some additional administrative work will also be required. This is a part-time, seasonal position (approximately March through October) that will work up to 100 hours throughout the year. The Events Coordinator will work to ensure that events and leagues run smoothly and that our players have the best experience possible.

The USTA New England Social Tennis League offers the opportunity for players throughout New England to meet new people and play tennis in a casual and fun environment. USTANE operates the league in about 50 locations throughout New England and has grown to nearly 4,000 participants since it was founded in 2015.

## **DUTIES / RESPONSIBILITIES**

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- Assist with on-site events and leagues
  - Run tournaments in Eastern Massachusetts (7-8 per year)
    - Welcome and check in players, review rules and direct players to courts, hand out match balls, record scores, award prizes
    - Tournaments are typically held on weekends
  - Help run special events alongside the Social Play Manager or Social League Assistant (2-3 per year)
    - Assist with event setup and breakdown, welcome and check in players, run games
    - Special events are typically held on weekends
  - Run the first session of several Social Leagues each season (9-12 per year)
    - Deliver balls and supplies to the site coordinator, welcome players, provide an overview of the league, run games
    - Leagues are typically run on weeknights, however some are run on weekends or weekday mornings
- Administrative work
  - Draft Social League teams each season for review by the Social Play Manager (12-15 per year)
  - Help brainstorm new events as well as ideas to enhance event quality, such as identifying catering options, new play formats, additional activities and giveaways
- Attend the Social League site coordinator training in March

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## COMPETENCIES / EXPERIENCE

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- **Our Mission:** Demonstrates through their actions and interactions with others a commitment to USTA New England's purpose, mission and values. Someone who sees this as an opportunity to exercise their passion while maintaining alignment of the USTA New England mission.
- **Computer Skills:** This person should be familiar with G-Suite (Google sheets, docs, meet, etc.) and savvy in learning new technology platforms.
- **Communication:** Expresses thoughts in a clear and effective manner through excellent verbal and written communication skills.
- **Relationship Building:** Effectively connects and builds positive relationships both internally and externally while enhancing the organizational culture. Someone who is a teammate and collaborator who enjoys brainstorming with others.
- **Organization:** Demonstrates solid prioritization skills to meet deadlines as they dive into multiple projects.
- **Detail-oriented:** Attention to detail is of the utmost importance in this role. Someone who completes work assignments thoroughly and accurately and is meticulous.
- **Customer Service:** Has great conflict resolution skills and is able to manage difficult or emotional situations. Responds promptly to customer needs and requests for service and assistance. Someone who respects and embraces the diversity of everyone that they encounter.
- **Innovation:** Demonstrates the ability to be innovative and proactive in promoting new ideas and concepts with the ability to work in a dynamic and inclusive team culture.
- **Inclusivity:** Inclusive thinker who ensures that all event-related content reflects diversity.

## ADDITIONAL INFORMATION

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- This position may require prolonged periods of sitting at a desk and working on a computer.
- You must be able to lift up to 25 pounds at times.
- This position requires work on weekends and evenings during season kickoffs and events.
- Travel is required throughout Eastern Massachusetts, so you must have a valid driver's license and access to reliable transportation.
- You must complete the USTA Safe Sport training and be Safe Sport Certified.

**I have received this job description and understand my responsibilities as an employee.**

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**Employee Signature**

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**Date**

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*