

# Social League Assistant - Northern CT

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

## **JOB SUMMARY**

The Social League Assistant for Northern Connecticut should preferably be based in the greater Hartford area and will aid the Social Play Manager by focusing on player and program growth within this region. This role will be a mix of administrative work and running events and leagues on site. This is a part-time, seasonal position (approximately March through October) that will work up to 40 hours throughout the year.

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**

- Help institute a new Social League in the Hartford area
  - Work with the Social Play Manager to identify areas for new programs and establish connections with park & recreation departments
  - Attend and help run the first session of any Social Leagues started in this region
  - Draft teams each season for all Social Leagues in CT
  - Leagues are typically held on weeknights for 2-3 hours
- Help plan and run events (4-5 per year)
  - Work with the Social Play Manager to identify and plan events (e.g., new to USTA, tournaments)
  - Run the events on site (specific duties will vary depending on the event)
  - Events are typically held on weekends
- Promotion of USTA programming
  - Find and attend at least one community event with a USTA table and marketing materials
  - Advertise programming in local Facebook groups and via flyers at local businesses
  - Help identify areas of potential growth and programming opportunities
- Attend the Social League site coordinator training in March in Boston (*optional*)

## **COMPETENCIES / EXPERIENCE**

- **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

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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 the assigned region, 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.*