



Position Title: Adults Tournament Specialist
Department: Adult Competition
Supervisor: Sr. Manager of Adult Competition
FLSA Status: Non-Exempt
Location: Alameda office with the option to telecommute 3 days per week

Job Summary:

Coordinate and handle logistics and administrative details for USTA NorCal Adult sanctioned tournaments and team events. Act as a knowledgeable and accessible point person to providers, players, and others.

Maintain and foster relationships with internal and external staff, volunteers, and partners to help develop and grow adult tournaments. Support all tournaments that count for ranking points and ratings, quality control of tournaments, customer service to Member Organizations, players, volunteers, and coaches.

Duties and Responsibilities, including but not limited to:

- Oversee, coordinate, and administer all details related to the sanctioning of USTA NorCal adult tournaments, team events, and other formats.
- Administer the sanctioning process and manage all documents submitted by Member Organizations to apply to host adult tournaments.
- Ensure all Member Organizations are adhering to the Sanction Rules & Guidelines and Adult Tournament rules.
- Act as a tournament director when necessary. Help guide team members and others to run a successful event.
- Provide general insight and information to the Sr Manager about adult tournaments monthly and annual budgets.
- Understand and educate Tournament Directors about how to utilize Serve Tennis.
- When assigned as a Staff Liaison, establish productive working relationships with committee chairs and members, and assist with facilitating committee meetings.
- Facilitate educational workshops for Tournament Directors and Member Organizations.
- Knowledgeable about all USTA adult programs and the impact they have in the section.
- Knowledgeable about the pathway from junior competition to adult competition.

Travel Requirements

- Attend local and national staff training and meetings as required by your supervisor.
- Ability to travel within the Section and occasionally outside the Section.
- Attend/supervise adult tournaments assigned by your supervisor.
- Must be available for travel, to work weekends and extra hours as necessary

Qualifications

- Strong academic background; baccalaureate degree and or relevant work experience.
- 3+ years of experience; ideally in the tennis industry
- Working knowledge of USTA Sanction and Adult Tournament Rules.
- Excellent communication skills, both verbal and written.
- High energy and enthusiasm with a desire to initiate and promote programs.
- Ability to do light lifting; loading/unloading van with merchandise such as prizes, food, drinks, etc.
- Ability to work well with others and demonstrate a high level of self-motivation.
- Keen organizational skills with sequencing strengths.
- Ability to problem solve and troubleshoot and work under pressure.
- Valid CA State issued driver's license and a clean driving record.
- Highly proficient with the Microsoft Office Suite and Google Suites.