



*A Nonprofit Organization*

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**San Antonio Tennis Association, Inc.**  
**Community Tennis Association Internship**

SATA's mission statement is: "To promote and develop the lifetime sport of tennis as a means of healthful recreation, physical fitness, social skill development and character building and to provide accessible tennis programming to players of all ages and abilities regardless of background, circumstance or lifestyle."

Assist with National Junior Tennis and Learning (NJTL) and other programs as directed by the Program Coordinator.

**Job Title**

Junior Programs Intern

**Reports To**

Programs Coordinator

**Job Description**

The Program Associate will report to the Programs Coordinator to ensure program quality and to assist with day-to-day operations, administrative duties, program function and program development.

**Junior Program Intern**

Junior Program Intern is responsible for assigned administrative duties and day-to-day operations of the Junior programs and any new programs that are created in the future.

SATA, Inc.  
1503 San Pedro Ave., San Antonio, TX 78212  
210.735.3069  
[www.satennis.com](http://www.satennis.com)

## **Essential Responsibilities**

### Employee Work Hours

- Collect **facility** staff work hours at the end of each week for payroll
- Program Materials – Set up and organize program material in binders and folders for all programs.
- Filing – Organize and file program applications, registration forms, parent permissions, surveys, questionnaires, etc.
- Daily Activities – Maintain close working relationships with staff professionals to ensure optimal results for day-to-day operations.
- Programming – Assist the Coordinator in program development for all programs.
- Ensure regular and timely updates when responding to program area needs
- Works with other staff employees to coordinate the activities of interrelated work groups

## **General Program Support**

Equipment/Inventory – Keep a track record of all staff equipment received and returned. Create inventory work sheets for equipment in stock.

- Training – Assist with orientation materials for staff training, meetings and workshops
- Attend required workshops and conferences for continuous training and education.
- Trophies/Awards – Assist with ordering and presenting trophies and awards for all tournaments and events.
- Marketing & Outreach – Assist the Coordinator and staff employees in all promotional events at schools, recreation centers, community rallies and local fairs
- Ordering/Inventory – Take the lead on keeping inventory for all equipment and supplies
- Assist with ordering and organizing all program equipment, staff uniforms and program t-shirts

## **Data Collection and Data Entry of Program Participant and Partners**

Registration – Collect all completed program registration and application forms. Enter these items into a data base system

- Payments – Collect all program payments to be processed and recorded. Make separate ledger entries on a work sheet for each customer. List the fee amount paid, transaction date, and receipt number
- Program evaluation, marketing outreach, surveys, questionnaires – Collect these completed forms from each program, record the responses from each form into a data base system
- General Information – Complete day-to-day administrative tasks such as filing, record keeping, update program work sheets, follow-up phone calls, data entries, program research, etc.



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## **Data Collection and Entry of Employees**

- Personnel/Hr – Assist with the registration for criminal background checks and clearances for all employees
- Employee Work Papers – Assist with distributing, collecting, and filing W4's, I9's, worker's compensation and personnel forms

### **Qualifications**

- Pursuing a Bachelor's Degree
- Ability to handle various projects on an ongoing basis while addressing daily needs.
- Disciplined self-starter who regularly sets and achieves work goal.
- Excellent verbal and written communication skills as well as interpersonal skills.
- Ability to take on assignments and work well with other staff employees
- Computer literacy in MS office required
- Ability to organize and prioritize work
- Must be able to work under pressure of time and frequent requests from multiple sources each having their own timelines and constraints and with all levels of academic and administrative staff
- Must be able to speak and write both English and Spanish

### **Internship Duration and Pay and Other Info**

- Internship assignment will be approximately 10 weeks, May 13th – July 19th.
- Working 20 hours per week
- Based out of SATA's office at McFarlin Tennis Center
- Pay Rate: \$11.50 per hour
- This job requires working outdoor in extreme heat. T-shirt, appropriate length shorts and tennis shoes are the uniform. Hat or visor, sunglasses and sunscreen are highly recommended.
- Successful passing of a criminal background check will be required before hiring
- This can be a physically demanding job working on tennis courts and around the sport of tennis.
  - Must be able to lift 50-60lbs,
  - have a general ability to complete physical tasks and perform basic tennis skills (hitting tennis balls, picking up equipment, lifting containers and cases of tennis balls, etc.)

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- and must be able to stand outside for long periods of time.

Please send resume with cover letter to:

[programscoordinator@satennis.com](mailto:programscoordinator@satennis.com)

NO CALLS PLEASE