

## **USTA INTERMOUNTAIN SECTION**

**Position Title:** Section League Coordinator

**PURPOSE OF POSITION:** To administer the USTA League tennis program throughout the Intermountain Section in the areas of USTA Adult 18 & Over, Adult 40 & Over, Adult 55 & Over, Mixed 18 & Over, 40 & Over Mixed as well as other leagues that include but are not limited to ITA Mixed Doubles, 65 & Over and Tri-Level and Social Leagues. Responsible for administration of the National Tennis Rating Program as it relates to all section leagues and tournaments.

### **MAJOR DUTIES:**

USTA Mixed 18 & Over, USTA Mixed 40 & Over, USTA Adult 18 & Over, USTA Adult 40 & Over  
USTA Adult 55 & Over

- Administer and oversee all aspects of programming at the section level including TennisLink as well as training and support of district staff
- Tournament Director for Section Championships (includes determining team attendance, scheduling event, negotiating/securing court contracts and organization of volunteers and staff travel)
- Responsible for negotiating and securing hotel contract(s) for Section Championship
- On-call for respective District League Championships

National Tennis Rating Program (NTRP)

- Administer and oversee all aspects of NTRP processes for the section

Staff Liaison:

- Section League Grievance and Appeal Committees

Conference Calls:

- Conduct DLC Monthly Conference Call
- Attend SLC Monthly Conference Call
- USTA Intermountain Monthly Staff Meetings

### **MISCELLANEOUS DUTIES:**

- Provide content for the Marketing Coordinator relative to the Recreational programming pages on the USTA Intermountain website
- Provide content for Monthly Operations Report
- Review District League Regulations
- Adhere to budget and monitor expenditures in all assigned areas

### **INTERNAL RELATIONSHIPS:**

- Reports to the Associate Executive Director
- Work cooperatively with all section staff as appropriate

**EXTERNAL RELATIONSHIPS:**

- USTA National Staff
- USTA Intermountain District Staff
- Volunteers
- Vendors

**TRAVEL DEMANDS:**

- USTA Mixed 18 & Over Sectional Championship
- USTA Mixed 40 & Over Sectional Championship
- USTA Adult 18 & Over Sectional Championship
- USTA Adult 40 & Over Sectional Championship
- USTA Adult 55 & Over Sectional Championship
- USTA Intermountain Annual Meeting
- USTA League National Championship (if requested)
- Districts as needed.
- USTA National meetings and trainings as assigned

**QUALIFICATIONS:**

- College degree or equivalent experience
- Tennis experience desired;
- Tennis tournament director experience
- Knowledge of the NTRP program
- Excellent verbal, written and interpersonal communication skills
- Computer skills including Google, Microsoft Word, Excel, TennisLink leagues
- Organizational skills in regard to initiating ideas and programs
- Current membership in USTA, USPTA or PTR preferred
- Experience working with committees

This description is intended to describe the type of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by the employee.

**DESCRIPTION UPDATED:** October 21, 2021