



Representative, Tennis Service – Parks and Recreation

The primary goal of this position is to concentrate on the marketing of and growing of Parks and Recreation participation within the Southern section by promoting, developing, and servicing tennis programs in USTA Southern through establishment of strong relationships with the local delivery system including tennis and non-tennis facilities and organizations.

Essential Position Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage the relationship-building process with tennis facility personnel by assessing their needs. Provide information, marketing materials and support for increasing Parks and Recreation participation in tennis.
- Provide expertise and knowledge to facility operators of key national, section and state specific programs in designated geographic areas.
- Actively coordinate and/ or assist state and local personnel with area wide promotions designed to increase the number of new Parks and Recreation players.
- Coordinate Parks and Recreation tennis carnivals and events with follow-up programs.
- Seek out P&R tennis professionals and volunteers with community events and follow-up programs.
- Serve as liaison between the USTA Southern and State Associations, local CTAs and Parks and Recreation Departments.
- Develop an event/follow-up toolkit that communities can use to reach out to Parks and Recreation Departments.
- Create a database of professionals and/or volunteers targeted for future Parks and Recreation events/programs.
- Work as a liaison between USTA Southern Parks Task Force within USTA Southern.
- Submit updated goals and activity reports to the USTA Southern Director, Tennis Service Representatives as required.
- Collaborate and work in conjunction with the USTA Southern State Staffs, USPTA, PTR, TIA, NIRSA, community leaders, local volunteers, local tennis facility owners and managers, Parks and Recreation leaders, USTA School Tennis and After School Tennis Administrators, USTA Team Tennis Youth and Collegiate Administrators, CTA Administrators, and other organizations who share similar interests.
- Net Generation responsibilities as determined by USTA Southern.
- Perform other duties as assigned by supervisor and/or Executive Director.

Competencies

- Presentation skills, particularly to P&Rs, community groups and tennis facilities
- Excellent communication skills, both verbal and written
- Highly motivated self-starter, enthusiastic personality with desire to promote and grow tennis

Required Education and Experience

- Bachelor degree or equivalent work experience
- Strong administrative and organizational skills
- Advanced computer experience in MS Outlook, Word, Excel, Access, PowerPoint



SOUTHERN

Continued: Representative, Tennis Service – Parks and Recreation

Preferred Education and Experience

- Tennis background and USPTA / PTR Certification desired

Supervisory Responsibilities

This position currently has no direct supervisory responsibilities.

Work Environment

In office, the position operates in a clerical, office setting. The position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Frequently, this position will be offsite at facility meetings, conferences, tournaments, events and workshops.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to move around while offsite; use hands to finger and reach with hands and arms.

Position Type and Expected Hours of Work

This is a full-time position. Typical days and core hours of work are Monday through Friday, 9:00 AM to 5 PM but will require hours outside of the core business hours.

Travel

The position requires frequent travel including but not limited to facility meetings, conferences, tournaments, events and workshops and will include a travel budget.

AAP/EEO Statement

USTA Southern is an equal opportunity employer.

Classification

Exempt

Supervisor

This position will report directly to the Director, Tennis Service Representatives.

Other Duties

Please note this position 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.

*To apply for the position, please submit resume, cover letter and salary expectations to HR@southern tennis.com. Only qualified applicants will be contacted. **Please no phone calls.** The position will remain open until filled.*