

Junior Tennis Coordinator

- Position Reports to:** Executive Director
- Position Type:** Independent Contractor Position
- Compensation:** Compensation will commensurate with league participation.

The Junior Coordinator will be an individual who loves tennis, is familiar with and energetic about the sport and has the desire to bring others to it, specifically junior-aged players. The position's primary focus is to serve GRETA's designated region to coordinate and grow junior tennis for all prescribed ages and skill levels.

As a representative of GRETA and the USTA, the contractor is expected to act and present themselves in a professional manner at all times. They should be friendly and courteous to fellow contractors, facility representatives, volunteers, Board members, visitors and customers. The Junior Tennis Coordinator will serve as a model of leadership in the USTA programs and is responsible for upholding its philosophy, rules and procedures.

Areas of Responsibility:

- Market and promote junior tennis programming (specifically USTA Junior Team Tennis) to area facilities including private clubs, schools, and public parks through website pages, posters, flyers, email blasts, and social media using the proper branding of the USTA JTT program.
- Set up and manage programs online using the Tennislink and Serve Tennis registration systems.
- Recruit team managers (parents/pros) and players and facilitate the formation of teams
- Comply with Safe Play background screen requirements for team managers, offering assistance as they navigate through this process and following up to ensure completion.
- Assist team managers and players with Tennislink registration.
- Create and publish the match schedules. Ensure that match scores are recorded in a timely manner. Facilitate the rescheduling of matches cancelled due to inclement weather.
- Coordinator with area court facilities for court usage.
- Conduct Team Manager meetings prior to the start of each season (spring and fall). Offer on-site informational parent meetings at clubs/facilities needing additional assistance with their JTT programming.
- Implement the JTT rules, regulations and guidelines and ensure that these rules remain current on the JTT page on GRETA's website.
- Resolve issues or disputes that may arise. A junior grievance committee may be formed if necessary.
- Respond to emails and telephone inquiries in a timely manner.
- Order awards for JTT division winners. Ensure inventory of junior items at GRETA storage facility is utilized and order is maintained.
- Promote information on the USTA JTT State Championships which are held each July. Spring season is the only advancing JTT season. Communicate with USTA NC to declare winners advancing to the State Championships.
- Monthly reporting of league participation and the state of the league to the Executive Director (ED). The ED is the liaison between contractors and the GRETA Board of Directors. Also responsible for participation in end of year budgeting for JTT.
- Work closely with NC Tennis staff to ensure league is within guidelines of JTT regulations for advancement to State Championship.
 - Understand and implement the USTA national, sectional and state JTT rules, regulations and guidelines.
 - Develop and submit all local rules to the State Coordinator and Executive Director before distribution to players to avoid conflict with national, sectional and state rules.
- During the off-season, with the assistance of the GRETA Programs Committee, efforts will be made to grow awareness of junior tennis. This includes, but is not limited to, the promotion of various programming opportunities and outreach to local schools, facilities and community centers, hosting team challenges and tennis events to encourage new players to join our sport.
- Secure volunteers/committees to assist with league and tournaments as needed.

- Promote sportsmanship expectations to players, captains and parents and resolve issues/disputes that arise.
- Secure sponsorships to provide additional funding to support programs.

Additional requirements of the Junior Local League Coordinator:

- Attend USTA NC programs (expenses covered)
 - JTT State Championships in mid-July (location varies every 2 years). JTT LLC's from across the state act as Site Coordinators.
 - Community Tennis Development Workshop (CTDW) in late September held in Greensboro.
 - All Coordinators Meeting in early December in Greensboro

Registration for the spring season opens in mid-January with matches being played mid-March through early May. Registration for the fall season opens in early August with matches being played from mid-September through October. JTT matches are played on weekend afternoons. It is expected that the JLLC be reachable on match days to support team managers and are encouraged to visit the sites to network with parents and players and provide support and supervision of court assistants and volunteers.

Junior Tennis Coordinator must possess certain skills to succeed in this position:

- Passion for working with youth and recreational sports.
- Commitment to the philosophy of JTT. This position is the "face" of Junior Tennis in the GRETA service area.
- Willingness to work with USTA NC and USTA Southern organizations for the betterment of JTT
- Excellent oral, written and organization skills with the ability to work within time deadlines.
- Innovation and creativity regarding promotion of junior tennis in our community.
- Self-motivator with the ability to work independently
- Ability to diplomatically resolve issues as they arise.
- Strong social media skills with the ability to develop creative youth tennis posts and promotions.
- Computer skills with proficiency in MS Word and Excel, and various online social media applications preferred.
- Web administration experience helpful.
- Prior JTT league experience helpful.
- Must successfully pass Safe Play screening process
- Tennis background essential

This description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required for this position. Duties, responsibilities and activities may change from time to time with or without prior notice. This position requires the contractor perform such other additional activities and function as are identified by GRETA from time to time.