



Junior Events Coordinator

Position Reports to: Executive Director

Position Type: Independent Contractor Position

Compensation: Compensation will be commensurate with participation.

The Junior Events Coordinator will be an individual who loves tennis, is familiar with and energetic about the sport and has a passion for introducing the sport to our community, specifically junior players. The position's primary focus is to serve GRETA's designated region to create, coordinate and grow junior tennis for all prescribed ages and skill levels.

The ideal candidate will be a team player, willing to work several weekends, have excellent interpersonal and organizational skills, have a sound knowledge of tennis and a passion for the game. The position's primary focus is to create and coordinate new program opportunities including Junior Circuits and Team Challenges and work with area clubs, schools, recreation centers, YMCA's, etc. to introduce the game of tennis to area youth and communicate programming opportunities.

As a representative of GRETA and the USTA, the contractor is expected to always act and present themselves in a professional manner. They should be friendly and courteous to fellow contractors, facility representatives, volunteers, Board members, visitors, and customers. The Junior Events 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:

- Develop, market, and promote junior tennis programming (specifically USTA Jr Circuits and Team Challenges) to area facilities including private clubs, schools, and public parks through website pages, posters, flyers, email blasts, and social media.
- Set up and manage programs online using the Tennislink and Serve Tennis registration systems.
- Seek sponsorships, donations, and grant opportunities and work with Executive Director to solicit funding for program.
- Work closely and in a cohesive team environment with GRETA team members to coordinate youth tennis programs, junior path progression, play opportunities, marketing communications, and funding sources.
- Comply with Safe Play background screen requirements for self and volunteers, offering assistance as they navigate through this process and following up to ensure completion.
- Assist families/players with online registration.
- Coordinate with area court facilities for court usage.
- 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 and ensure inventory of junior items at GRETA storage facility is utilized and order is maintained.
- Monthly reporting of participation 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 junior programming.
- Work closely with NC Tennis staff to ensure programs are within guidelines of established programs.
- Maintain database of contacts and communications.
- 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)
 - Community Tennis Development Workshop (CTDW) in late September held in Greensboro.
 - All Coordinators Meeting in early December in Greensboro

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

- Passion for working with youth and recreational sports.
- Creative and resourceful in developing new programs and events for juniors.
- Willingness to work with USTA NC and USTA Southern organizations for the betterment of junior programs/events.
- 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.
- 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.