

WATA Junior Team Tennis Coordinator

Job Title:	Junior Team Tennis Coordinator
Position Reports To:	WATA Executive Director
Job Type & Compensation:	Stipend; Per Player Incentive

OBJECTIVE:

- To coordinate, supervise, and grow the USTA Junior Team Tennis program at the community level in Western Arkansas Tennis Association (WATA).

RESPONSIBILITIES:

- Organize, offer and promote play for all USTA Junior Team Tennis prescribed age and skill levels through the WATA area, creating leagues within a large geographic area or flight by area.
- Develop new programming as needed to meet the goals of WATA.
- Manage JTT on Tennislink (or current online program):
 - o Set up program & registration
 - o Create schedule of play
 - o Help players, captains & coaches with online registration
- Schedule pre-season Parent/Coach trainings and meetings providing all relevant information & materials from USTA JTT National, Sectional & Arkansas.
- Work with local tennis professionals
- Promote and encourage advancement from all local league age and skill levels to the USTA Junior Team Tennis State Championship.
- Develop marketing plan to recruit and retain Junior Team Tennis participants.
- Attend JTT State Program Coordinator Workshop or meetings for proper training and networking.
- Understand and implement national, sectional & state regulations, policies and requirements. including Safe Play and Net Generation.

REQUIREMENTS:

- Must comply with USTA Safe Play Requirements and be a provider in Net Generation.
- Work at Arkansas State Junior Team Tennis Championships.
- Serve as a model of leadership and uphold the philosophy, rules and procedures in the USTA Junior Team Tennis program.

QUALIFICATIONS:

- Knowledge of and interest in tennis.
- Strong organizational, oral and written communication skills, good computer skills and experience using social media outlets.
- Commitment to the rules and philosophy of the USTA Junior Team Tennis program.
- Willingness to assist the state and section to achieve their goals.
- Ability to run and participate in effective meetings.