



## **TWO JOB OPENINGS!!! WATA Local League Co-Coordinators (MALE AND FEMALE)**

**For questions, email: [wata@sbcglobal.net](mailto:wata@sbcglobal.net)**

### **Objective:**

To promote, develop, direct and support USTA Adult League tennis and programs throughout the Western Arkansas Tennis Association (WATA) five county area.

### **Qualifications:**

1. Strong organizational skills (experience in tennis related programs preferred).
2. Excellent written and oral communication skills.
3. Internet access and computer skills with MS Word and Excel.
4. Ability to work effectively with a wide variety of people including players, captains, event organizers, tennis facilities, pros, parks staff, WATA board and Executive Director, and ATA state and local league coordinator.
5. Ability to exercise professionalism and discretion in dealing with confidential information and conflict resolution.
6. Current member of the USTA.

### **General Duties:**

1. Oversee the development and growth of adult league tennis programs in the WATA area.

2. Interact with the Local and State staff involved in adult league tennis to insure continuity of programming.
3. Direct the administration of adult league tennis programs and services for all the WATA Adult Leagues.
4. Establish, maintain, and grow adult league tennis in the WATA area.
5. Work with players and captains in interpreting league regulations and developing league tennis in the WATA area.
6. Perform other duties as assigned.

#### Specific Duties:

1. Generate all administration of WATA area leagues within Tennis Link *including registration, and match schedules.*
2. Develop campaigns to promote and grow USTA Adult League Tennis prior to the start of each season.
3. Individual responsibilities (men's league and women's league) and coordinate meetings and work together in conflict resolution situations.
4. Plan, coordinate, and conduct annual captains' rules meeting and scheduling meeting(s).
5. Follow procedures set forth by the USTA, STA, and ATA regarding all rules, appeals, complaints, and grievances.
6. Attend all WATA board meetings and provide updated league reports.
7. Attend annual and semi-annual meetings as well as any required local league training.
8. Make recommendations for improvements to Adult league programs.
9. Develop local league rules and submit to the WATA board and the State League Coordinator for approval prior to publishing or distributing.
10. Other duties as assigned by the WATA board and Executive Director and the ATA State League Coordinator.