

## Administrative Coordinator Scope of Work

- Assist Executive Board and Committee Chairs in developing and promoting programs that will continue the growth and participation goals of the USTA, LTA, and the NWLACTA.
- Consults with an assigned Executive Board Member, Executive Board, and with other Coordinators on all Adult and Junior Programs such as:
  - Junior Programs
    - Assisting with Community and Adaptive/Special Programs Coordinator and Pros to assist in creating new programs and players.
    - Creating Flyers in Canva, Publisher and Jot Forms.
    - Reproduction and delivery of materials for teachers and students.
    - Assisting in maintaining Data Spreadsheets for Grants.
    - Assisting with schedules for programs.
    - Working with Pros and Volunteer Chair for people to work programs.
    - Follow Up Thank you notes.
    - Serve Tennis Program Set Up Work.
    - Assist in building school leagues to further the growth of JTT.
  - Adaptive, Inclusion, Wheelchair, and Veterans Programs
    - Assisting with Coordinators as needed for “in school programs”.
    - Creating Flyers in Canva, Publisher and Jot Forms.
    - Reproduction and delivery of materials.
    - Assisting with schedules for programs.
    - Assisting in maintaining Data Spreadsheets for Grants.
    - Assisting with Pros and Volunteer Chair for people to work programs.
    - Follow Up Thank you notes.
  - Tennis Apprentice and Social Leagues
    - Assisting Pros and Coordinators with these new players to feel welcome and are given the information needed after completion to get plugged into the aspect of tennis they are looking for.
- Assist in implementing other programs that will create a pathway for adults into USTA leagues (i.e. church leagues, company leagues, etc.).
- Identifies opportunities and recommends methods to improve service, work processes, and financial performance.
- Assists co-workers in the completion of tasks and assignments to ensure continuity of service.
- Assists the CTA’s Volunteer Committee in the recruitment of local volunteers for various events.
- Provides courteous and prompt service to all internal and external customers.
- Prioritizes and addresses requests and assignments in a professional manner to develop cooperative relationships and to ensure that customer confidentiality is assured.
- Consults with the Marketing Chair on the following:
  - Monthly and bi-monthly E Newsletter
    - Collecting information from all organizations, pros, and spotlighting of tennis players and what is going on within tennis community.
    - Competent in using Face Book – Instagram - Jot Form - Constant Contact.
    - Assist in creating Flyers and promotions utilizing Canva and Publisher Programs.
- Attend monthly CTA meetings with a report summarizing Coordinator activities during the previous month and the schedule of events upcoming. Communicate planned events and follow up to ensure the CTA calendar and website are always accurate.
- Assist CTA Tournament Chair with all aspects of annual tournament.
  - Creating Flyer and distributing to all facilities, promoting on Face Book, Instagram, and newsletter
  - Assist in obtaining business donation for Hit For Prizes, Drawings, and as Community Partners
  - Assist in set up work for the tournament including player bags, check in set up, food and beverage for the tournament,
  - Assist with the tournament as needed.
  - Follow up thank you letters to all that participated.

- Grant and Special Projects, and Outreach Work
  - Consult with grant writer in seeking and writing grants for programs.
  - Make sure all staff, volunteers, and workers are Safe Play Approved before programs begin.
  - Assist with flyers, jot forms, materials, staff, and equipment needed for programs.
  - Record and maintain data for grant reporting.
- Storage Facility
  - Maintain inventory of items in storage.
  - Keep organized.
- Assist Executive Board and Committee Chairman with various administrative and follow up duties from meetings, programs, and special projects.
  - Minutes from meetings.
  - Follow up emails and thank you letters.
  - Research, collection of data, and reporting
  - Pick up supplies, delivery, and other errands that may be related to programs and special projects.
- Provides written summary of services performed to the assigned Executive Board member for payment of services at end of each month.
- Performs other services as requested and projects and events come up.
- **SKILLS**
  - Must be able to initiate, assist, and complete projects without direct oversight in a timely manner.
  - Good with time management and follow through.
  - Personable and able to interact amicably with others.
  - Intermediate to high level knowledge of tennis and general programs in tennis community
    - If not familiar willing to research and read information on all programs
  - Knowledge of Net Generation – Can be learned on Net Generation Website
  - Net Generation Background check, Safe Play Certified, and Legal Acknowledgment with USTA
  - USTA Membership
  - Intermediate to high level of computer knowledge or willingness to learn and be competent with all programs within a 6 month period:
 

▪ Microsoft Office Suite	Constant Contact
▪ Jot Form	Excel
▪ Google Docs	Publisher
▪ CANVA	

**OTHER REQUIREMENTS** – Local travel may be required for the development of new programs. Training programs annually for staff training, marketing, and **the annual LTA** Community Development workshop.

**Independent Contractor Relationship.** Contractor's relationship with Client will be that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship. Contractor will not be entitled under this Agreement to any of the benefits that Client may make available to its employees, including but not limited to group health insurance, life insurance, profit-sharing, retirement benefits, paid vacation, holidays or sick leave, or workers' compensation insurance. No part of Contractor's compensation will be subject to withholding by Client for the payment of any social security, federal, state or any other employee payroll taxes. Client will regularly report amounts paid to Contractor by filing a Form 1099-MISC with the Internal Revenue Service as required by law. Contractor may perform the services required by this Agreement at any place or location and at such times as Contractor shall determine. Contractor agrees to provide all tools and instrumentalities, if any, required to perform the services under this Agreement.