# USTA South Carolina Staff Responsibilities

## *Junior Recreation Coordinator*

**Hours/Schedule of Position:** This full-time salaried exempt employee reports directly to the Manager of Junior Programs. Standard hours are Monday through Friday with evening and/or weekend activities and travel as required by events.

**Summary of Position Purpose:** Promote and facilitate a junior program pathway in South Carolina through allied organizations such as schools, parks and recreation departments, community tennis associations and other providers.

**Minimum Qualifications:**

* **Education/Certification:** Bachelor degree
* **Experience:** Internship or past employment with relatable duties, non-profit background, practical knowledge and work with volunteers
* **Skills:** Clear and professional verbal and written communication, strong administrative and organizational ability, proficient in Microsoft Office and general computer skills with an ability to learn software quickly, comfortable making presentations and speaking publicly
* **Other Requirements:** Familiarity with tennis, a passion for customer service, pride in one’s work and a self-starter with a desire to be on our team

**Job duties include**

1. Coordinate USTA School Tennis programming in SC, with an emphasis on the formation and development of Kids’ Tennis Clubs. Seek out and connect with after school programs, YMCAs, Boy’s & Girls’ Clubs, community centers and other youth based providers
2. Coordinate USTA National Junior Tennis and Learning (NJTL) organizations in SC with collaboration from the Manager of Membership Growth Initiatives and Community Development
3. Conduct site visits, promote available grants/resources and train and consult program leaders to strengthen Kids’ Tennis Clubs and NJTL
4. Organize workshops for PE teachers and after school program staff and volunteers
5. Create and distribute a quarterly e-newsletter for the School Tennis program
6. Promote No-Cut School Tennis and educate coaches to the registry, resources and provide problem solving consultation
7. Support and facilitate projects of the Adaptive Tennis and Wheelchair Tennis Committees to include administrative and special event assistance
8. Strategize and implement a pathway with Play Days, Kids’ Tennis Clubs, Jr. Team Tennis, NJTL, No-Cut School Tennis and Level IV and V sanctioned tournaments
9. Organize budgets for programs and monitor income and expenses
10. Coordinate the promotion, education and expansion of 10 and Under Tennis through teaching pros, parents and youth based organizations
11. Perform duties as delegated by the Manager of Junior Programs, such as seasonal assistance with the Jr. Team Tennis program for state championships and other major events
12. Act as staff liaison with Chairperson(s) of USTA South Carolina committee(s) as assigned by Executive Director to include regular communication and contact with information, suggestions and offers to support committee goals.
13. From time to time, assist other staff with projects, including work for the Executive Director as needed.

**Weekly Time Allocation (averaged on annual basis):**

School Tennis……………………..........................................................................................20

(Kids’ Tennis Clubs, No-Cut School Tennis, Allied Youth Organizations & PE Teachers)

Junior Recreation Administrative Tasks...............................................................................10

10 and Under Tennis……………………………………………………………..…….……..……5

(10U Workshops, Play Days & Play Events)

NJTL Development................................................................................................................3

Committee Liaison Administrative Support……………………………………...………….…....2

  Total: 40

GC 07/11/14