



DTA League Coordinator Job Description

Job Title: League Coordinator

Job Description Approval Date: 1-27-12

Reports To: Executive Director; Dallas Tennis Association

Dotted Line Reporting: VP of Leagues; Board of Directors

FLSA Status: Exempt

Job Summary

The League Coordinator is responsible for the successful management of the adult and USTA tennis leagues in Dallas and the surrounding areas. The success of the programs is measured, in part, by the satisfaction of league participants/captains, financial performance, participation, growth, and compliance with USTA policies and procedures.

The Coordinator is also responsible for the overall success of all of the key initiatives of the Dallas Tennis Association, through direct and indirect participation and leadership. The Coordinator will display a passion for the game of tennis and possess the ability to draw people into the process to further the game of tennis in Dallas.

Essential Job Functions

1. Manage the strategy and day to day operations of the leagues, including:
 - a. Recruiting, training and providing documented oversight to league coordinators and developing training materials for coordinators.
 - b. Providing complete captain's packets/league information within 7 days of the league start date.
 - c. Utilizing TennisLink to enter rosters, scores and league fees and supporting league coordinators when entry tasks are delegated.
 - d. Providing financials to the Executive Director (ED) on a monthly basis.
 - e. Preparing an annual budget in conjunction with the VP of Leagues for board approval.
 - f. Writing league information and coordinating photos on a timely basis for the quarterly membership newsletter.
 - g. Preparing a monthly report for Board of Directors on monthly league activity (results, barriers, participation, strategic decisions, etc.).
 - h. Presenting a report at the annual meeting that summarizes key activities and results.
 - i. Recruiting volunteers to assist with league administration and develop training and evaluation tools.

The information listed above is not comprehensive of all duties/responsibilities performed. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.



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2. Contribute to a successful relationship with the USTA Texas Section and local facilities/pros through the activities including but not limited to:
 - a. Attending USTA Texas Section workshops and meetings and preparing reports to be presented to the Board of Directors.
 - b. Meeting with each facility/pro (within a 50 mile radius) a minimum of twice a year with an evaluation of opportunities and risks.
 - c. Coordinating a semi-annual newsletter to the local pros and facilities.
 - d. Communicating with the USTA Texas Section Competitive Department regularly to make sure the Dallas leagues are in compliance with all rules and regulations.

3. Support the DTA through participation on key initiatives, including:
 - a. Performing project management duties as assigned by the ED or Board of Directors for key fund raising initiatives (Challenger and Invest in a Child).
 - b. Participating in key Junior Tennis events.
 - c. Assisting with other DTA programs as needed.

Minimum Required Education, Experience & Skills

- § Computer Skills: proficient in Word and Excel
- § Project Management Experience
- § Good organizational skills
- § Good interpersonal skills

Preferred Education, Experience & Skills

- § Extensive knowledge of tennis

Physical & Mental Requirements:

- § Ability to work with minimal day to day direction
- § Ability to work some weekends

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