



Job Title	Director of Adult Tennis
Reports To	Executive Director
Work Schedule/Hours	Monday-Friday, 8:00am-5:00pm
FLSA Status	Exempt
Job Type	Full Time
Supervisor To	State League Coordinator, Local League Liaison & Local League Coordinators

Overview:

The primary focus of this position is to increase adult participation in tennis by developing, promoting, and supporting USTA adult events and programming throughout Tennessee.

Objectives:

- Manage and oversee all USTA TN Adult League programs, adult tournament programs and adult social programs.
- Develop and maintain a comprehensive plan for strategic growth of adult tennis in Tennessee, both short-term and long-term.
- Assist Executive Director in creation & oversight of statewide adult tennis program budget.
- Provide management, training, and oversight to State League Coordinator, Local League Liaison and Local League Coordinators across Tennessee.
- Develop relationships with tennis professionals, facility managers, and tournament directors to promote and build USTA tournaments and special events.
- Organize and execute all Adult League State Championships.
- Serve as the staff liaison to the USTA TN Adult Committees as determined by Executive Director.
- Serve as support staff at the direction of Executive Director for special events.

Summary of Responsibilities:

- Lead, motivate, and develop State and Local League Coordinators to promote and grow Adult programming in local communities.
- Establish and design an LLC Training Program through webinars, workshops, and marketing materials.
- Network with other directors locally, regionally, and nationally regarding different formats which are successful in their respective areas.
- Track numbers for adult play in Tennessee and ensure numbers are aligned with state, sectional, and national goals for adult play.
- Utilize TennisLink to setup adult programs that capture participation in a variety of formats (leagues, tournaments) and count toward USTA TN funding goals.
- Maintain open and regular communication with USTA TN Executive Director.

- Oversee and communicate with State and Local League Coordinators and organizers to ensure consistency of service and quality of USTA products.
- Work with local providers to attract new adult players and provide quality programs for experienced adult players.
- Submit updated goals and activity reports to USTA TN Executive Director as requested.
- Work in a cooperative manner with all community, state, sectional, and national staff as well as volunteers.
- Design and implement new adult social programs that attract underrepresented adult markets: 18-35 ages, beginners, retirement communities, etc.
- Cultivate relationships with volunteers who can assist at USTA TN adult events, and maintain a database of volunteer contacts.
- Plan, organize, and execute the annual LLC workshop in coordination with the State League Coordinator.
- Timely prepare and submit grant accountability reports for adult program grant funds received by USTA TN.
- Develop and assist a small group of volunteers to serve as an LLC Advisory Council, providing assistance and mentoring to other LLCs.
- Serve as Staff Liaison for the Adult Committees as determined by Executive Director, to include consultation with the committee chair prior to meetings, preparation of agenda, preparation of meeting minutes, resulting decisions, policies, and resolutions and distribution of same to appropriate parties including committee members, Executive Director, officials, tournament directors, and customers.
- Recruit and develop new adult leagues and teams in target markets as identified by the Executive Director.
- Develop and distribute a series of best practices template documents which may be used by LLCs for league management.
- Timely respond to questions and requests for assistance from local league coordinators and customers.
- Maintain integrity of Adult League program by serving as the liaison between sectional and national offices and local league coordinators.
- Actively promote adult tennis opportunities for diverse participants, instructors, and volunteers.
- Perform other duties as assigned by Executive Director.
- Create, promote, execute, and oversee USTA TN social leagues.

Competencies:

- Presentation skills, particularly to large groups of people, providers, facilities
- Excellent oral and written communication skills
- Highly-motivated, organized, enthusiastic, and passionate about growing tennis
- Exemplary customer service skills
- Ability to think creatively and innovate outside the box
- Ability to balance day-to-day, operational tasks with long-term, big picture goals

Required Education and Experience

- Bachelor degree
- Strong administrative and organizational skills
- Advanced computer skills with MS Outlook, Word, Excel, Access, and Power Point
- Team player mentality; ability to work well with others

Preferred Education and Experience

- Tennis background and USPTA/PTR Certification
- Current knowledge of USTA leagues & programming

- Previous experience with running adult events (tournaments, leagues, play days)
- Working knowledge of TDM

Work Environment and Expected Hours of Work

- Typical schedule spans Monday through Friday, 8:00 am to 5:00 pm, but will require hours outside of the core business hours.
- This position operates in an office setting, but will also include off-site work overseeing tournaments & events and attending conferences & workshops.
- During Adult State Championships it is expected that this position will be working weekends and out of town. There will also be several other events in which weekend or overnight stays will be asked.
- Applicants will need to be able to relocate to the Nashville area, and be able to come to the office daily; however “work from home” is available for a percentage of time (no more than 20%) and will be determined on a case by case basis by Executive Director.

Please note that this position description is not intended to contain a comprehensive listing of duties and responsibilities required of the employee for this job. USTA TN reserves the right to change or assign other duties to the position at any time