



League Programs Coordinator Job Description

The Adult and Junior League Programs Coordinator for USTA Atlanta plays a key role in providing support to the Director of Adult Leagues and Director of Junior Leagues in planning and executing all league programs. Candidates for this position must possess exemplary organizational and communication skills as well as a solid background in computer, telephone, and office technology. Knowledge of tennis, particularly USTA Adult and Junior Leagues, is strongly preferred.

This position is part time, 25 hours per week. Some weekends will be required.

Essential Position Responsibilities

- Serve as first point of contact for all captain and player inquiries.
- Become well-versed with TennisLink (online registration and admin program) to provide customer service support for captains and players.
- Prepare for and assist in running League City finals, team tournaments and other league events.
- Assist in marketing and promotions.
- Maintain and update the Adult and Junior section of the USTA Atlanta website.
- Process grievances including but not limited to producing cover letters, sending notifications, and serving as point of contact for Grievance Committee.
- Assist with league administrative duties such as ordering league awards and prizes and league scheduling.
- Assist in processing state tournament packets, including gathering paperwork and fees.
- Attend staff meetings, board meetings, committee meetings and off-site USTA workshops as needed.
- Attend the local league coordinator workshop.
- Ability to move equipment weighing up to 45 pounds.
- Other duties as assigned.

Qualifications

- At least one year experience in program support or administration.
- Excellent verbal, written, and interpersonal communication skills.
- High energy and enthusiasm with desire to promote tennis.
- Must be a detail-oriented and organized individual.
- Flexibility in working on a weekend or after hours as needed (anywhere from 10 -12 weekends per year).
- Flexibility to travel off-site as needed.
- Knowledge of tennis is a plus, specifically knowledge of USTA League Tennis.
- Skilled in technology with computer proficiency in Microsoft Outlook, Word, and Excel

To apply for this position, please send resume and cover letter to Amy O'Connell, USTA Atlanta Executive Director, at amy@ustaatlanta.com