



## **Job Description – Community Programs Coordinator**

**Position Title:** Community Programs Coordinator (CPC)  
**Area:** USTA Intermountain/Idaho – IdTA – Eastern Idaho  
**Reports to:** Idaho Tennis Association (IdTA) Executive Director  
**Status:** Full-Time, Non-exempt position

### **COMPANY DESCRIPTION:**

The Idaho Tennis Association (IdTA) is a district office of the United States Tennis Association, the national governing body for the sport of tennis in the United States. The IdTA is a non-profit organization whose mission is to promote and develop the growth of tennis. Our programs include adult tennis leagues, Junior Team Tennis, Social Tennis, Tournaments, and Tennis is Elementary (after-school program). We also grow the game at the grassroots levels by supporting and training community tennis leaders and organizations.

### **POSITION DESCRIPTION:**

To grow the game of tennis by recruiting participants for Adult Leagues, Social Tennis, Tennis is Elementary, Junior Team Tennis, Tennis on Campus, and USTA Tournaments. In charge of organizing, scheduling, and recruiting for USTA leagues while adhering to USTA league/tournament policies. Will help build the Tennis is Elementary and Social Tennis programs in eastern Idaho. Work with IdTA Junior Programs Coordinator to deliver USTA tournaments and other community events throughout the year.

### **WORK SCHEDULE:**

#### **Monday – Friday**

Plus, some weekends and nights during the league and tournament season – Specifically must be available for all district events that run Friday – Sunday (approximately four events). Must be reachable via phone and email during standard working hours 9:00am - 5:00pm.

### **TRAVEL & GEOGRAPHICAL BOUNDARIES:**

Some travel is required - primarily when running district events (Idaho Falls and Pocatello), and for running programming such as Social Tennis, Tennis is Elementary, and Tournaments. There may also be travel for in person training(s) or meetings when applicable. Job boundaries include north to the Montana border including Rexburg, Idaho. East to Wyoming border including Soda Springs and Driggs, Idaho. South to Soda Springs, Idaho. West to American Falls, Idaho. Primary service area will be between Rexburg and Pocatello.

### **POSITION DUTIES:**

As a full-time CPC, you will be responsible for fostering growth for the many IdTA programs throughout the year, with a heavy focus on USTA league and junior play. Some of these duties are:

- Marketing and recruiting for USTA leagues to current and new players for league play in your area.
- Assists area league captains as needed.
- Keep accurate records of expenses and players.
- Reserve courts and schedule league play.
- Secure indoor spaces for Social Tennis and Tennis is Elementary programs.
- Understand and implement USTA league/tournament rules and regulations.
- Develop and maintain a calendar of play in accordance with USTA Section and District events.
- Develop a working relationship with local media to promote play opportunities.
- Run junior and adult tournaments including Junior Team Tennis.
- Manage Social Tennis and Tennis is Elementary programs.
- Build relationships with tennis providers and facilities.
- Help coordinate Tennis on Campus startup programs.
- Organize and run USTA District events.
- Attend the IdTA staff training workshops – either by conference call or in person.

### **MEASUREMENTS:**

- Number of total league registrations in your area
- Number of unique participants
- Number of Social Tennis participants
- Number of Tennis is Elementary participants
- Number of tournament participants
- Number of Junior Team Tennis participants
- Number of Tennis on Campus participants

### **INTERNAL RELATIONSHIPS:**

The Community Programs Coordinator shall communicate frequently and coordinate programs with the IdTA District League Coordinator for leagues, IdTA Marketing/Recruiter for Social Tennis and marketing, IdTA Junior Programs Coordinator for Tennis is Elementary and tournaments, and IdTA Executive Director for reports and updates.

### **POSITION REQUIREMENTS:**

- Basic tennis knowledge
- Strong communication and customer/member relations skills
- Strong administrative, management and organizational skills
- Proficiency in Excel, Word, and Google Docs

- Ability to multitask and long term plan
- Strong attention to detail and thoroughness
- Positive personality and ability to work well with others
- **Must** be available during standard business hours
- Highly self motivated
- High integrity and the have the ability to build trust with staff and constituents
- Demonstrate a willingness to learn and try new things
- Maintain Safe Play certification
- Two or more years of experience working in the tennis industry, **preferable**
- College Degree, **preferable**
- Experience in the coaching space, **preferable**
- USTA TennisLink experience, **preferable**
- Tournament desk and Serve Tennis platform experience, **preferable**
- Knowledge of USTA League rules and tournament regulations, **preferable**

**IDEAL QUALIFICATIONS:**

- Strong administrative, organizational skills, and computer skills
- Strong ability to implement and follow USTA rules and regulations
- Ability to work well with others
- Tennis background

**COMPENSATION PACKAGE**

- Salary to commensurate with experience
- Medical
- PTO
- Travel and job-related expenses
- League fees and USTA membership covered

I acknowledge that I have received, read, and understand the job description titled and dated of {Idaho Tennis Association}.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Disclaimer: This information is intended to describe the general type of work and level of the position. It is not an exhaustive list of all duties and responsibilities required for the position.*



*It is the policy of the Idaho Tennis Association to provide equal opportunity in employment. Discrimination is prohibited based on race, color, religion, creed, national origin, sex, marital status, citizenship status, veteran status, sexual orientation, age and disability or as otherwise prohibited by applicable state and federal law.*