



**INTERMOUNTAIN
IDAHO**

2022 Job Posting - Junior Programs Coordinator

FLSA STATUS: Full-Time, Non-Exempt, Salaried, (40 hours/week)

REPORTS TO: USTA Intermountain/Idaho Executive Director

WORK SCHEDULE: Monday – Friday. Occasional weekends and evenings required

Objectives:

- To oversee the development, coordination, and expansion of new and existing programs like TiE, JTT, Team Idaho, tournaments, and tennis clinics
- Assist with Intermountain/Idaho tournaments and competition opportunities through Parks and Recreation Depts., organizational members, private clubs, tennis professionals and other allied groups
- To communicate with parents, coaches, tournament directors, and committees being proactive in creating opportunities for juniors to participate in tennis activities

Summary of Responsibilities:

- Monitoring, directing, and working with the section to implement successful Jr. Team Tennis programs
- Running/Overseeing the TiE – Tennis is Elementary program throughout the state. This involves working with elementary schools, churches, boys and girls clubs, etc.
- Responsible to hire and schedule site directors and instructors, and provide equipment for locations for junior programs
- Exercising judgment and discretion while working with tournament directors and officials as they formulate and implement the necessary policies
- Working with parents/players to help with program registrations through Tennislink and Serve Tennis platforms
- Over-see all Net Generations duties and reports providing compliance
- Monitor equipment inventory and updated TiE equipment as needed
- Attending USTA Meetings and any other meeting that would further development of tournament opportunities. May require travel
- Implementing Net Generation and Youth Progression programs at the district level
- Run one day and three-day L6 and L7 tournaments as needed
- Assist with Team Idaho Responsibilities
- Assisting any other staff member with tasks as requested



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- Other Duties as Assigned

Minimum Qualifications

- Strong Computer Skills. Working Knowledge of Microsoft Office, Google mail and docs
- Good supervisory, leadership and organizational skills
- Proven ability to plan, manage and execute multiple tasks simultaneously and meet deadlines
- Positive demeanor and proven customer service skills
- Ability to communicate clearly and concisely, both orally and in writing
- Must show proven ability of communication skills and a willingness to go before a large group to share program information
- Must have and maintain a valid driver's license
- Must have a vehicle and ability to drive around to various event locations throughout the state and the flexibility of schedule to do so as needed.
- Able to lift equipment up to 50lbs

COMPENSATION PACKAGE

- Salary to commensurate with experience
- Medical
- Employee paid dental
- PTO
- Travel and job-related expenses

TO APPLY:

Qualified candidates should forward their cover letter and resume to the executive director's Email (executivedirector@idtennis.com) or by mail (1076 North Cole Road Boise, Idaho 83704). The hiring process will begin immediately.

Resumes will be reviewed immediately, and interviews will be scheduled as needed.

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.