



JOB DESCRIPTION

Position Title: IdTA Districts Site Manager (Western Idaho)

USTA Intermountain/Idaho – Idaho Tennis Association

Reports to: Idaho Tennis Association (IdTA) District Leagues Coordinator

Status: Part-Time, Seasonal, Non-exempt position

Year: 2026

Purpose of Position:

To help run/manage a site during USTA League Idaho District events.

Position Duties:

- District Tournament Desk – Manage a site for adult league district events
- Put players on the court, record and report scores, work with site official(s)
- Have clear and consistent communication with the District League Coordinator and players during the event
- Set up and takedown of district site (Daily)
- Other duties as assigned

Measurements:

- Player feedback
- Being on time for set up

Non Negotiables:

- Must be available to work all three days of an event (when applicable)
- Must not be a player on a team participating in the district event (but may be a player that played in the general league that has not advanced)

Basic Qualifications:

- Safe Sport Approved – **this is strongly encouraged (But not mandatory)** prior to working at any site which includes passing a background check
- Ability to work well with others
- Well organized

Compensation:

- Tournament Desk Adult League District event - \$23.00/hour
- Trainings - \$20.00/hour
- Lunch provided during full work days

Estimated Hours: Varies based on the program need

Please contact Robyn Gold - rgold@idtennis.com 208-340-9142 with any inquiries about the position.

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.

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