



MISSISSIPPI

USTA Mississippi Community Coordinator Contract Position Description

Position:	<u>Community Tennis Coordinator</u> <ul style="list-style-type: none">• Independent Contractor
Company:	USTA Mississippi (Tri-County area)
Responsible Officer:	Russell Dendy, Executive Director, USTA Mississippi
To apply:	Send resume to Russell Dendy at russelld@mstennis.com Resumes will be accepted through August 25, 2023

Purpose of position: To deliver programming, leagues, and events for junior and adult players in the Jackson Tri-County area.

Compensation: Potential compensation is up to \$10,000. Payment includes a base, and incentives/bonuses for each program/event executed. Travel expenses incurred by the coordinator(s) will be their responsibility.

Qualifications: Tennis experience is helpful but not necessary. Applicant must have excellent organizational and communication skills as well as basic computer skills.

PROGRAM DUTIES/ JOB DESCRIPTION

1. Run an Adult Social Leagues

- Target lapsed players and new players
- Run multiple leagues and play dates throughout the year
- Partner with local facilities to host the social leagues
- Identify sponsors and potential partners
- Work with MTA Staff to market and promote the leagues

2. Run Adult Tennis Apprentice sessions

- Tennis Apprentice is beginner tennis instructional classes
- Identify locations to host sessions
- Identify instructors to teach sessions

- Market and deliver the program

3. Run Junior Team Challenge Series

- Team Challenges are entry level competition events for beginner players that are not yet ready to play in JTT or tournaments
- Setup a series of Team Challenges & run the events
- Partner with facilities to host the events
- Market the series to beginner players

- Additional tasks and goals will be assigned seasonally
