



MISSISSIPPI

**MS TENNIS ASSOCIATION
JUNIOR TEAM TENNIS JOB DESCRIPTION**

Coordinators will work in conjunction with existing facilities, Community Tennis Associations, and pros to provide junior team tennis league opportunities.

The position reports to: Director of Junior Programs, Angie Deleon

League Responsibilities:

- Recruit parents, pros, etc, to captain teams. Make sure all captains are Safe Play approved.
- Create a digital or paper flyer with league format, dates, deadlines, link to register a team, and your contact information.
- Set your league up in TennisLink. After the deadline create the schedule on TennisLink.
- Promote the league on Facebook, at facilities, emails to all previous captains, teaching pros.
- Have a captains meeting to go over the league rules, match deadlines, how to enter scores, and answer questions. Email captains league rules and information on how to use TennisLink.
- Help players find a team who do not have one. Be available for questions and solve issues from matches.
- Monitor the posting of scores and team standings on TennisLink. Keep in contact with the captains during the season and remind them of the deadline to have matches complete and scores entered on TennisLink.
- Assist the MTA staff with the state championships.

Contacts:

- Contact by email, phone, or text all high school tennis coaches and pros in your area. Get to know the pros at all the public and private facilities.
- If you do not know the high school coaches in your area contact Angie. She will have a list of most of the schools in the state.
- Email former captains about the upcoming league.
- Create an email list of former captains, pros and coaches to email at the beginning of every season. Constant contact will build a good foundation with your coaches and pros plus it says your program is permanent and is growing. Keeping in contact with the ones who can help grow your league will benefit your area.

Programs associated with USTA MS:

- JTT Spring League
- JTT Summer League- the only season with advancement to sectionals.
- JTT Fall League

To Apply:

Please submit a resume along with a written statement describing yourself and any tennis experience. Tennis experience is not required but helpful. Also include, what prompted you to apply for this position. Information should be submitted via email to Angie Deleon, Director of Junior Programs at angied@mstennis.com.

Application deadline: September 30, 2026.

Please note if a qualified candidate is identified prior to the application deadline, the position will be filled.