

USTA Mississippi is looking for a local coordinator for the Pinebelt (PB) local league.

The qualified applicant will work in conjunction with existing facilities, Community Tennis Associations, and coordinators to provide adult league opportunities.

The position reports to: Director of Adult League Tennis, Lindsey Brashier

Key Responsibilities:

- Recruit and train local volunteers necessary to run a successful program
- Develop a local calendar of events that occur within the national, sectional and state deadlines. Submit this calendar to the Director of League Tennis for approval. These events should include:
 - Informational Meetings
 - Promotional Events
 - Team Captains' Meetings
 - Roster Deadlines
 - Local League Season
 - Local Play-offs
- Develop/oversee a campaign to promote/publicize USTA League Tennis prior to the start of the season
- Write and submit for approval local league rules by set deadlines
- Appoint local committees per USTA League Tennis Regulations
- Attend state's Local League Coordinators meeting (October, Annually)
- Attend other meetings as necessary
- Assist when necessary in running State League Championships
- Identify/resolve local league issues while keeping the Director of League Tennis informed of decisions.

Local Coordinator responsible for delivering the following USTA Mississippi programs:

- USTA Adult League (18s, 40s, 55s, and 65s)
- USTA Mixed Doubles (18s, 40s, 55s)
- USTA Tri-Level Doubles (18s, 40s, 55s)
- Southern Combo Doubles (18s, 40s, 55s)
- USTA MS Team Singles

Qualifications:

- Proficiency in Microsoft Office
- Proficiency in using Mozilla Firefox or similar web browser
- Flexible schedule as the position does require travel
- Good organizational skills
- Proven ability to plan, manage and execute multiple tasks simultaneously and on a deadline
- Strong customer service skills
- Ability to communicate clearly and concisely

Benefits/Compensation:

- \$5,000 annual stipend plus \$5 per registration for Sanctioned leagues
- Association with a national USTA program
- Expanding tennis on the grassroots level
- Identity as a tennis leader in your community

To apply:

Please submit a resume along with a written statement describing yourself and any experiences with league tennis. Please also include a description of what you know about the Mississippi Tennis Association and what has prompted you to apply for this position. Information should be submitted via email to Lindsey Brashier, Director of Adult League Tennis. Applications will be accepted through October 31, 2024. Please note if a qualified candidate is identified prior to the application deadline, the position will be filled.

Applications to be submitted via email: lindseyb@mstennis.com

Application deadline October 31, 2024, Start Date TBD