

Western Wake Tennis Association

WWTA Adult League Coordinator Job Description

Position reports to: Executive Director

Part-Time Position: Up to 40 hours per Month Average (non-exempt – peak periods during scheduling leagues)

- Manage and promote non-USTA adult tennis programming in the WWTA Area
- Develop and support programming and events to increase program participation
- Provide timely and quality customer service
- Manage website and updates keeping the website fresh and up to date

Summary of Initial Responsibilities:

- Establishment of the organizational structure and management needed for the WWTA Adult Local Leagues to function effectively and that best suits the customer base
- Maintain relationships and programming opportunities with area public and private facilities
- Work with WWTA to develop local plan for growth in public and private venues
- Work with WWTA in recruiting new players and lapsed players
- Work with staff to keep website updated. Help manage website issues
- Completion of reports as required by WWTA including monthly reports to the WWTA board
- Attend WWTA programs related to WWTA local adult leagues including but not limited to festivals, free clinics, beginner programs, captain's meeting/party and senior events
- Perform other duties from time to time as needed by coworkers or CTA volunteers

WWTA League Administration and Management

- Directly responsible for continued development of the following WWTA League programs, including all aspects of marketing, promotion and administration: World Team Tennis, Spring Mixed Doubles, League, Ladies Winter League and future non-USTA leagues.
- Responsible for all WWTA league management and customer service for all WWTA Leagues with emphasis on enhancing program delivery
- Responsible for identifying and working with WWTA on growth opportunities

Marketing and Communications

- Responsible for enhancing and maintaining WWTA league section of website within the guidelines of Executive Director and/or VP Communications
- Responsible for overseeing website administration and management
- Responsible working with Executive Director and/or VP Communications for social media, currently Twitter, to convey league information to players as well as pass along WWTA information as directed

Minimum Qualifications:

- Strong organizational, administrative, customer service and management skills
- Proven ability to plan, manage and execute multiple tasks simultaneously and on a deadline
- Ability to communicate clearly and concisely, both orally and in writing
- Positive demeanor and a proven customer service orientation
- Must show proven ability of communication skills and a willingness to go before groups to share program information
- Must be able to work in a team environment
- Strong computer skills, including working knowledge of Wordpress, Microsoft Excel and Word and Internet
- Knowledge of the sport of tennis; USTA/WWTA League tennis; area tennis clubs/facilities and tennis professionals a plus

Attention to detail, results orientation, creative problem solving, customer focus, conflict management, interpersonal savvy and ability to work as a team are critical competencies for the individual in this position.